Banner Self-Service Electronic Labor Redistribution Initiator Manual

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Data Standards adapted from ***General Person Data Standards***, Document Number GP001, by New Mexico State University's Institutional Research, Planning & Outcomes Assessment (IRP) Department.

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What is Labor Redistribution?

Labor Distribution pertains to funds (Indices/FOAPALs) that pay for an employee salary. If the original funds (Indices/FOAPALs) to which an employee's pay was charged needs to be changed after-the-fact, a Labor Redistribution Form using Banner Employee Self-Service will need to be processed within 90 days of the pay date.

Labor Redistribution Business Rules

- The Electronic Labor Redistribution process changes applied labor expenses only. Future changes to an employee's job labor distribution will need to be done via a Labor Personnel Action Form. Visit HR Employment Services site to obtain the form: http://hr.nmsu.edu/managers/formdir/employment_services.html
- Fringe is automatically changed by the system to coincide with the labor.
- Earn codes that ***can*** be changed on a Labor Redistribution Form are listed in Appendix A.
- Earn codes that ***cannot*** be changed on a Labor Redistribution Form are listed in Appendix B.
- Redistribution can only be made to completed transactions with a disposition code of "70, Complete". Disposition codes are listed in Appendix C.
- An approver cannot approve an action that they initiated.
- Account codes should not be changed through the electronic labor redistribution.
- Comments area should be completed with the reason for the change. Changes beyond 90 days of the pay date require justification in the comments area.
- Authorized approvers and their designees are determined by the Signature Authority Database.
- Security access to employees in the Electronic Labor Redistribution is based on HR access in Banner.

About the process

The electronic labor redistribution form allows changes to labor expense on-line. The redistribution will then route electronically for approval and once approved will feed to Banner Finance. Labor redistributions are initiated and approved within the Employee Self-Service Labor Redistribution application. The new process eliminates the Payroll department from the routing and input process.

Users in the Initiator role, who have attended training and successfully completed an open-book assessment covering the business rules, will be granted access. Authorized approvers and their designees are determined by the Signature Authority Database in accordance with the Signature Policy in Chapter 2 of the Business Procedures Manual.

The primary advantage of the electronic process is the ability to track the form in the approval process through the Routing Queue.

Roles & Responsibilities

Initiator: an individual with security access to originate a labor redistribution for employees within their organization.

The requirements to become an initiator are…

- Must be a regular employee, grade 4 or above
- Must complete Electronic Labor Redistribution Initiator Training course
    - Must pass open-book end of course assessment with a score of 90 or above
- Must submit a computer security access form to ICT

Approver: an individual with security access to approve labor redistributions; usually a Dean/VP/Community College President or designee. Approvers are assigned at sequence 5. Additional approvers may be added on a transaction-by-transaction basis.

Fiscal Monitors: second level approvers. For restricted funds, transactions route to SPA. For unrestricted funds, transactions route to AFR.

Principal Investigators: Principal Investigators receive FYI copies of labor redistributions and should acknowledge the redistribution within the system within 1 week.

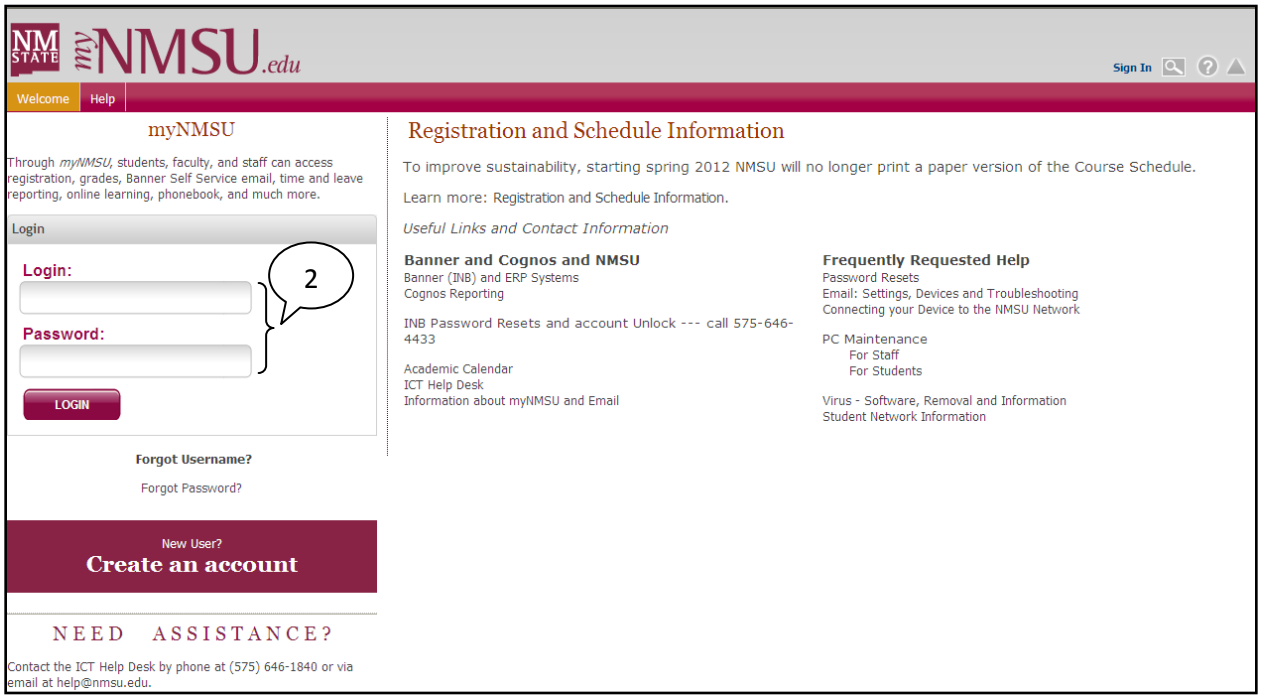
Controller: The University Controller approves all labor redistributions over 90 days old.

Payroll: Payroll is not part of the approval process. Payroll is only responsible for processing the feeds to Banner.

Logging on to Banner Self-Service

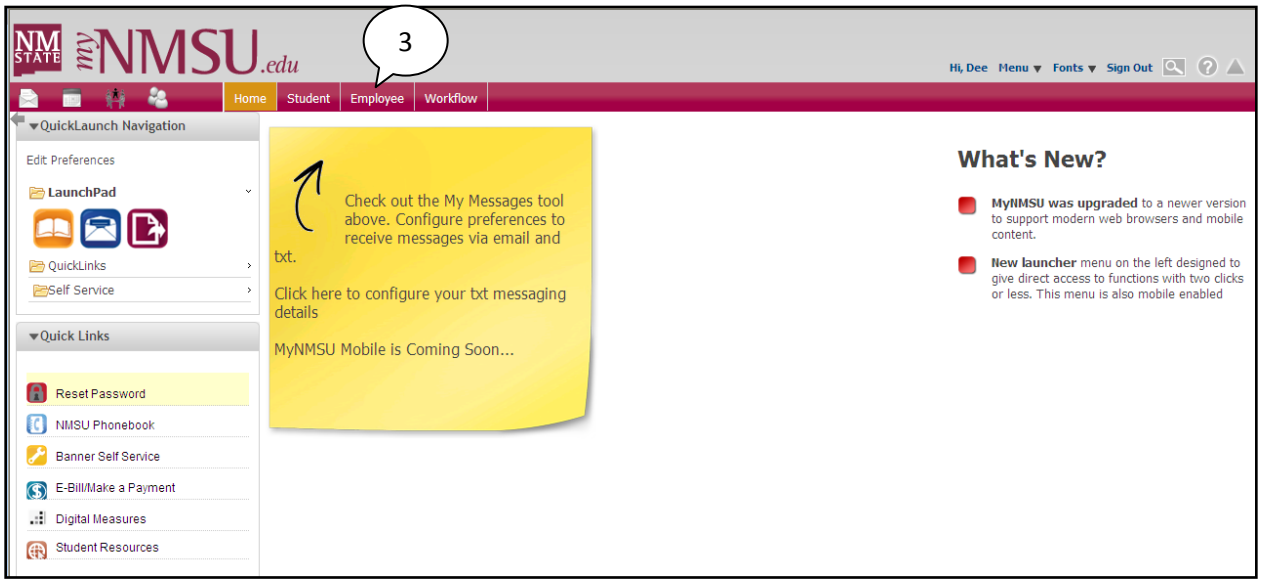
Banner Self-Service provides access to the Electronic Labor Redistribution.

1. Type **https://my.nmsu.edu** in the address bar of your web browser and press enter. The myNMSU page will appear.


myNMSU.edu
Sign In
Welcome
Help
myNMSU
Through myNMSU, students, faculty, and staff can access registration, grades, Banner Self Service email, time and leave reporting, online learning, phonebook, and much more.
Login
Login:
Password:
2
LOGIN
Forgot Username?
Forgot Password?
New User?
Create an account
NEED ASSISTANCE?
Contact the ICT Help Desk by phone at (575) 646-1840 or via email at help@nmsu.edu.
Registration and Schedule Information
To improve sustainability, starting spring 2012 NMSU will no longer print a paper version of the Course Schedule.
Learn more: Registration and Schedule Information.
Useful Links and Contact Information
Banner and Cognos and NMSU
Banner (INB) and ERP Systems
Cognos Reporting
INB Password Resets and account Unlock --- call 575-646-4433
Academic Calendar
ICT Help Desk
Information about myNMSU and Email
Frequently Requested Help
Password Resets
Email: Settings, Devices and Troubleshooting
Connecting your Device to the NMSU Network
PC Maintenance
For Staff
For Students
Virus - Software, Removal and Information
Student Network Information

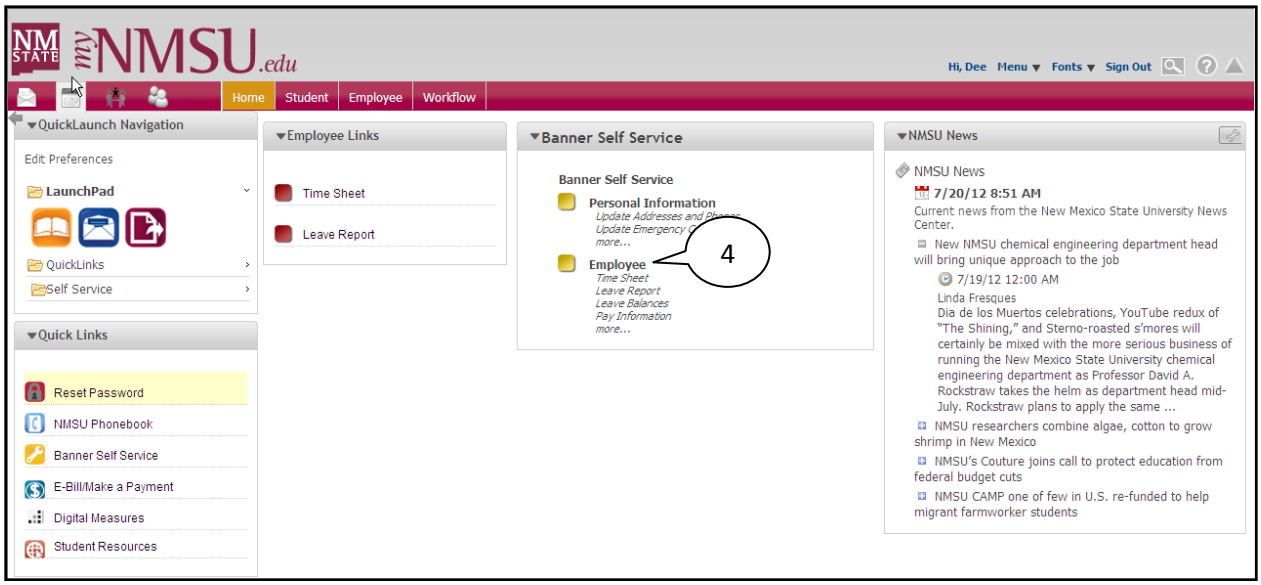
2. Enter **User Name** and **Password**.

The **myNMSU** home webpage will be displayed.



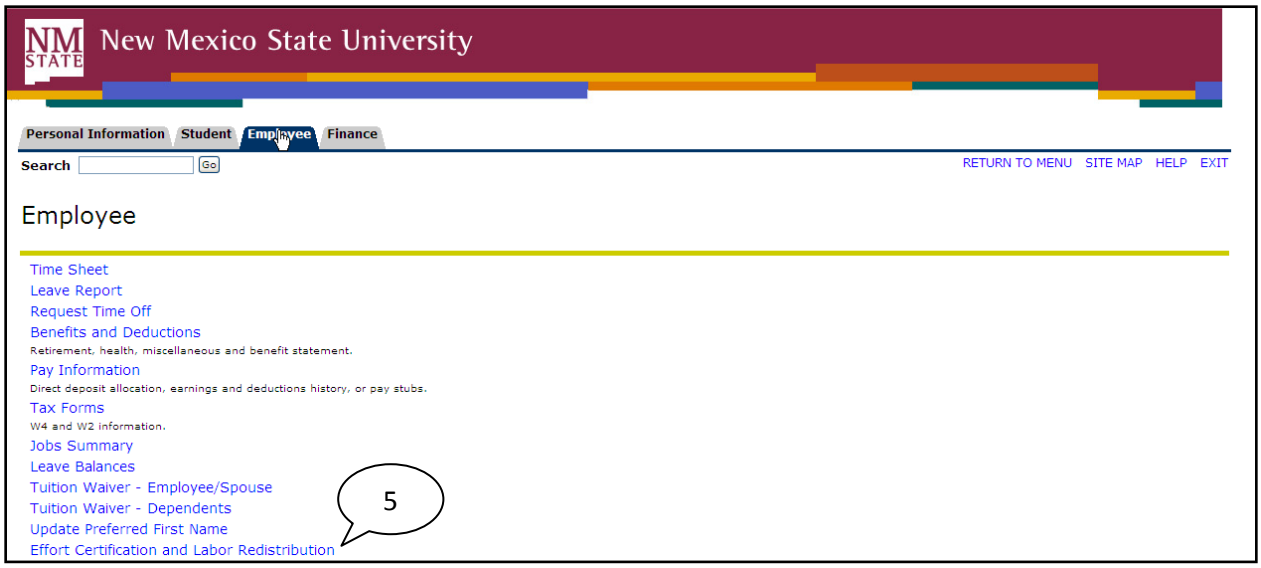
3. Click on the **Employee** Tab.

Employee tab information will be displayed.

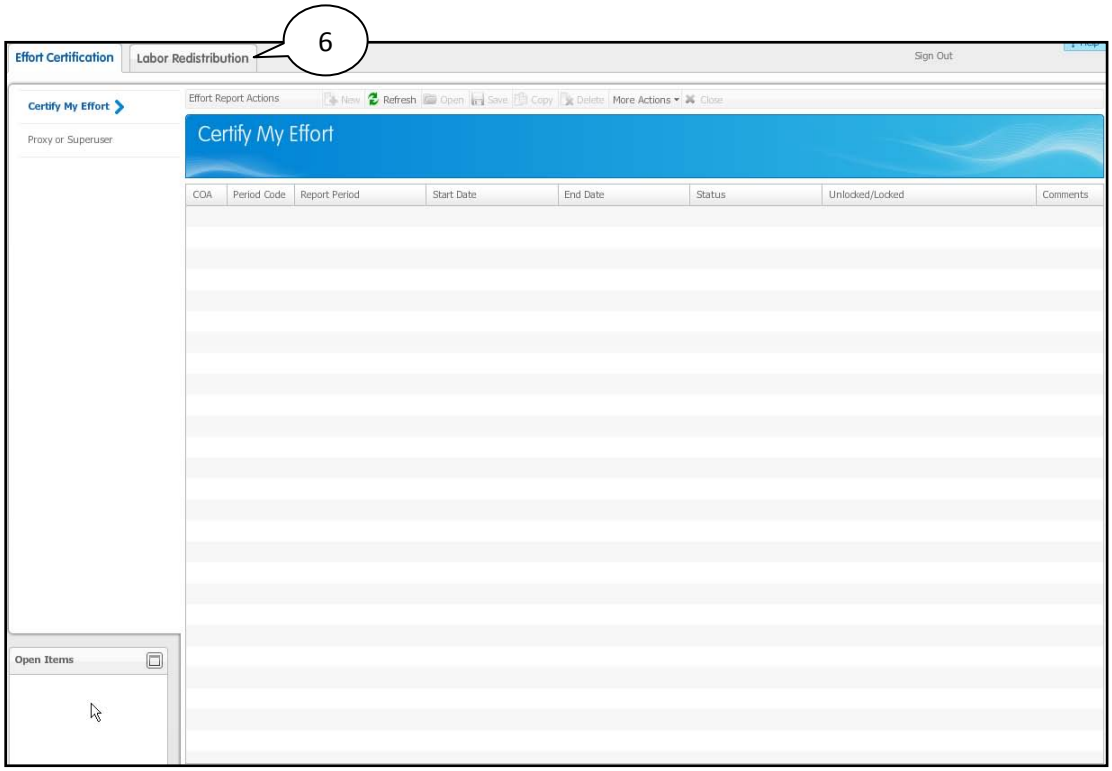

Home
Student
Employee
Workflow
Hi, Dee
Menu
Fonts
Sign Out
QuickLaunch Navigation
Edit Preferences
LaunchPad
QuickLinks
Self Service
Quick Links
Reset Password
NMSU Phonebook
Banner Self Service
E-Bill/Make a Payment
Digital Measures
Student Resources
Employee Links
Time Sheet
Leave Report
Banner Self Service
Personal Information
Update Addresses and Phones
Update Emergency
more...
Employee
Time Sheet
Leave Report
Leave Balances
Pay Information
more...
4
NMSU News
NMSU News
7/20/12 8:51 AM
Current news from the New Mexico State University News Center.
New NMSU chemical engineering department head will bring unique approach to the job
7/19/12 12:00 AM
Linda Fresques
Dia de los Muertos celebrations, YouTube redux of "The Shining," and Sterno-roasted s'mores will certainly be mixed with the more serious business of running the New Mexico State University chemical engineering department as Professor David A. Rockstraw takes the helm as department head mid-July. Rockstraw plans to apply the same ...
NMSU researchers combine algae, cotton to grow shrimp in New Mexico
NMSU's Couture joins call to protect education from federal budget cuts
NMSU CAMP one of few in U.S. re-funded to help migrant farmworker students

4. Click on the **Employee** link.

The Employee list options will be displayed.



5. Click on the **Effort Certification and Labor Redistribution** link, the following screen will be displayed.



6. Click on **Labor Redistribution** tab.

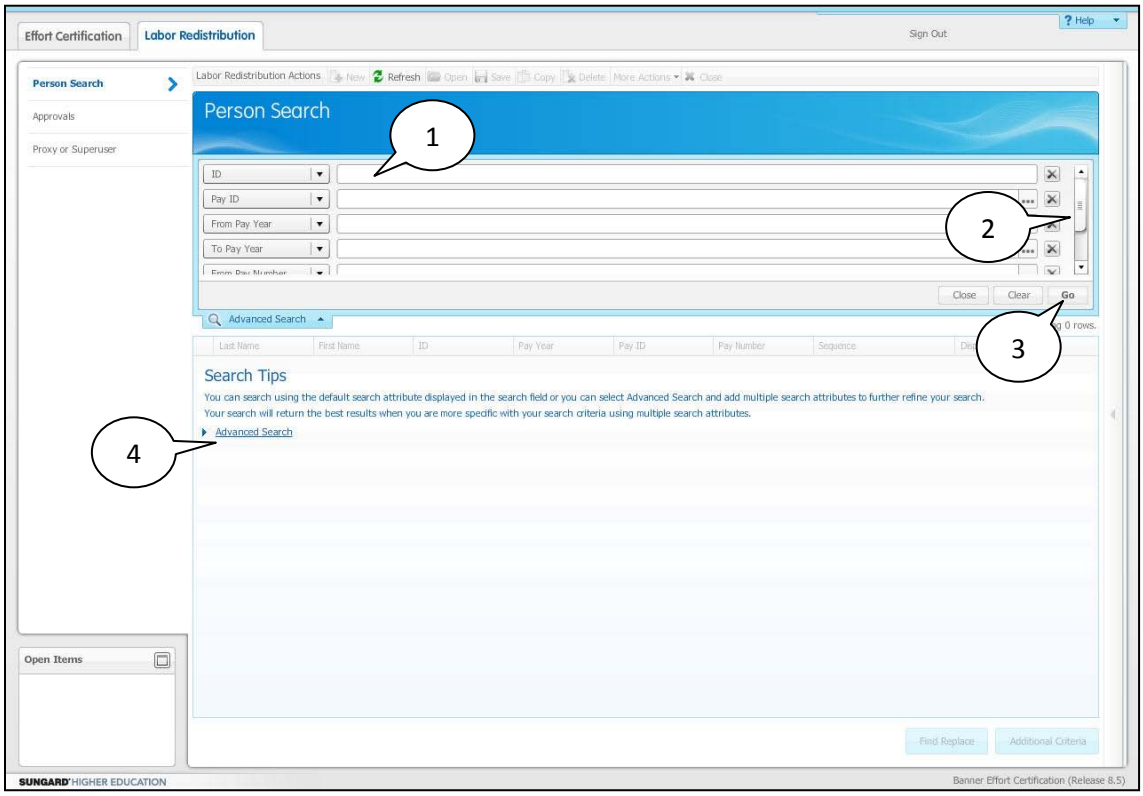
Searching for an Employee

Start by utilizing the Labor Redistribution Person Search to select employees to initiate Labor Redistribution transactions.

Employee payroll transactions can be found by entering their Aggie ID (Banner ID) or using additional search parameters to search by:

- Last and First Name: search criteria must include both names or at least the first three characters of each followed by an asterisk (*).
- Pay Event, consisting of Pay Year, Pay ID and Pay Number; any combination of the Pay Event can be used as long as a range is specified.

Note: Using some advanced search fields may require including other search criteria (i.e. choosing a Pay ID as a search criteria will require the use of Year and either Name or ID to be added as additional search criteria).

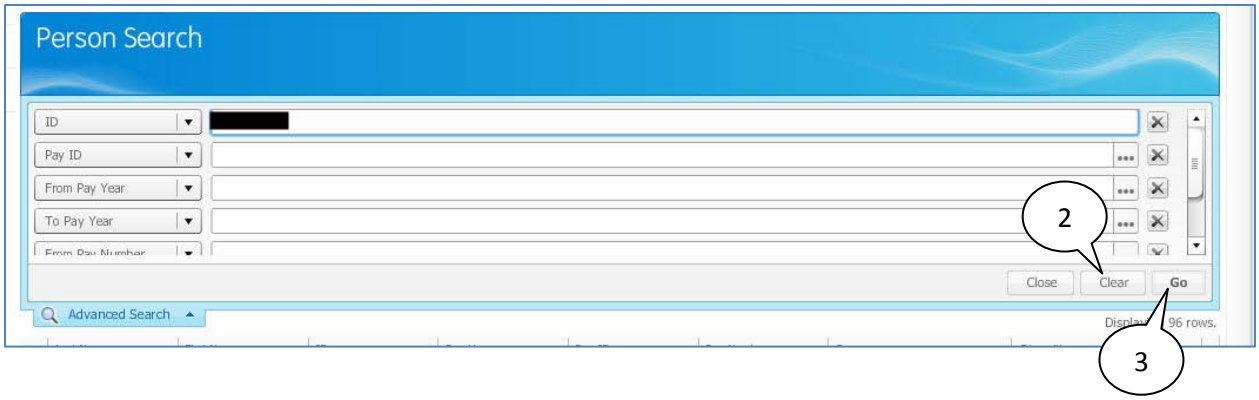


1. Type ID (Aggie ID) in the **ID** field or enter additional parameters in the appropriate fields.
2. Use the **scroll bar** to see additional parameters.
3. Press **Enter** key or click the **Go** button.
4. Payroll transactions for the person selected will be displayed.

Clearing a Search

To begin a new person search, perform the following steps.

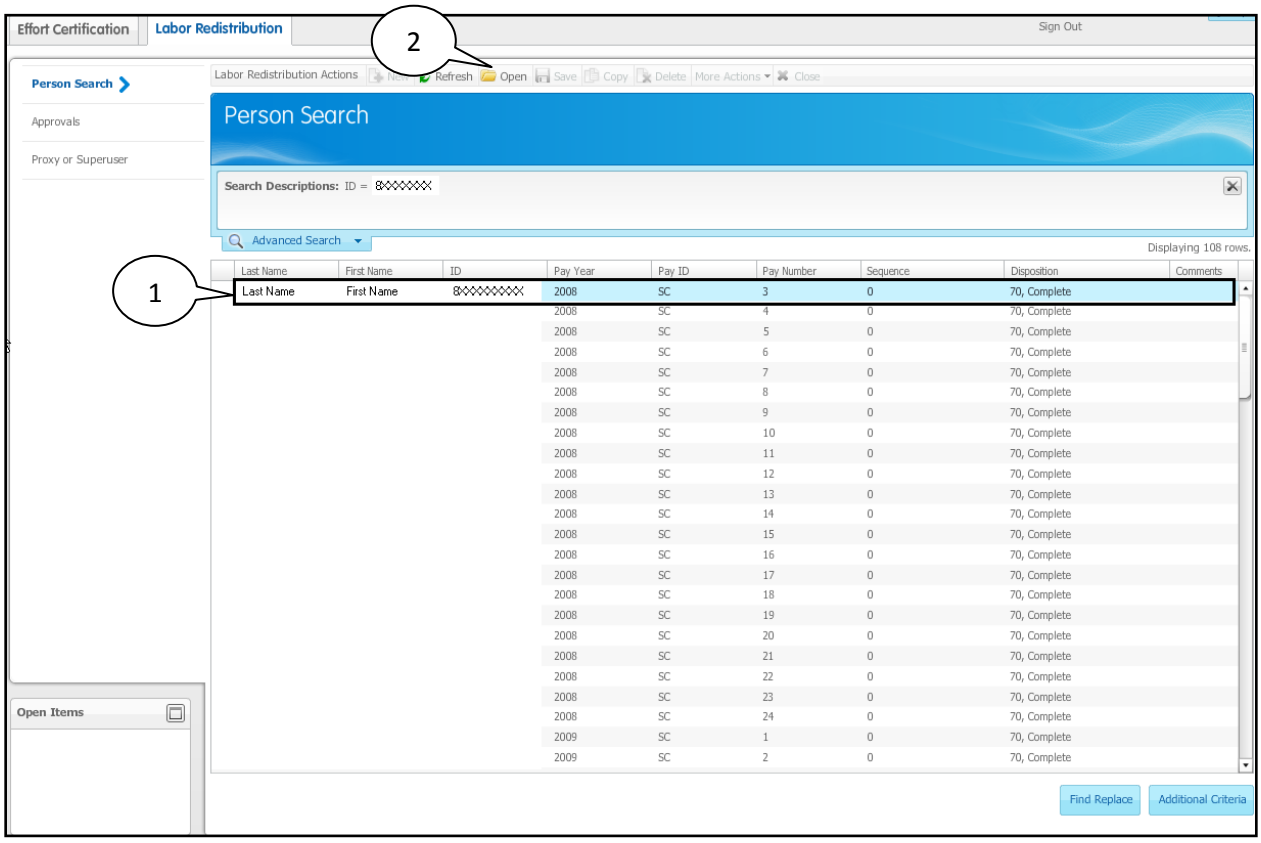
1. Click on the **down arrow** on the **Advanced Search** Tab.



2. Click the **Clear** button.
3. All search parameters will be cleared. Enter new search parameters and click **Go** to view search results.

Selecting the Labor Distribution

Once the correct person has been located a pay event must be selected for processing the labor redistribution.



1. Select desired transaction with a disposition of “70, Complete”.
    a. Note: only transactions with a disposition code of “70, Complete” can be redistributed.
2. Click the **Open** icon or double click the transaction.
3. The selected transaction will be displayed.

Team Tip:

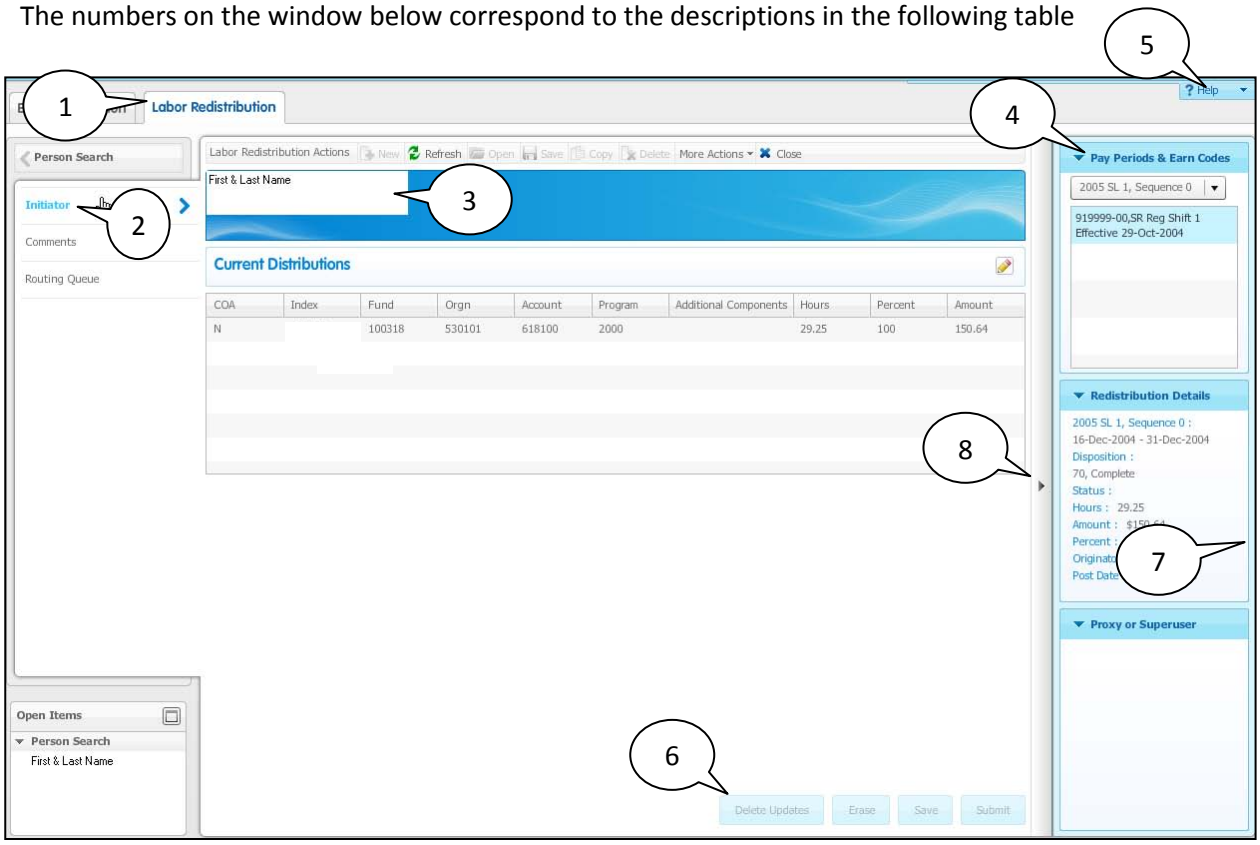
The Find Replace button is **not recommended** for use since it will only replace the index on the selected transaction; it cannot be used to change distribution percentages, hours or amounts and does not change multiple transactions.

Team Tip:

Columns can be sorted in ascending or descending order by clicking on the column headings.

The Labor Redistribution window is divided into three main parts – The navigation pane on the left, the main workspace in the center, and the sidebar on the right.

The numbers on the window below correspond to the descriptions in the following table

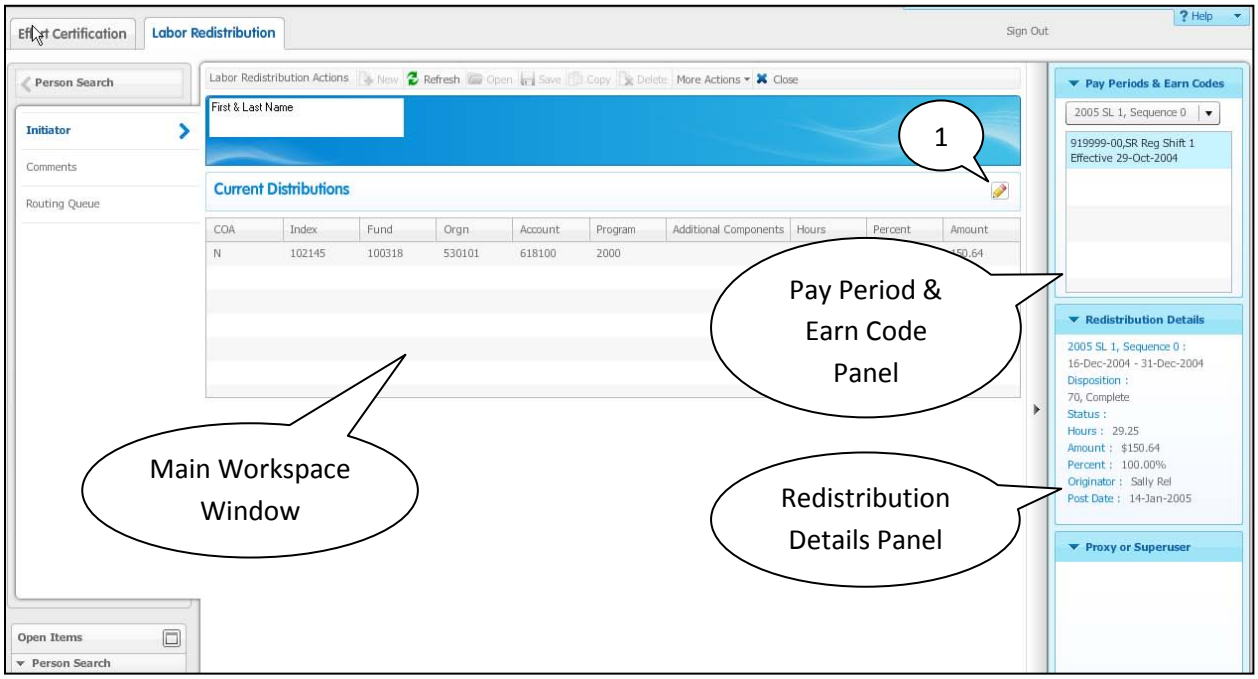


#	Item	Description
1	Tabs (also known as Modules)	The main tabs at the top of the workspace allow you to access different types of information. The **Labor Redistribution** tab allows you to access the Labor Redistribution module.
2	Links	The left navigation pane contains a series of navigational links. .
3	Main Window	This is the main workspace window. Lists and detailed information can be viewed here.
4	Sidebar	Contains context-specific panels such as Pay Period & Earn Codes, Redistribution Details, and Proxy.
5	Help	Contains system help for the current open view.
6	Buttons	Context-specific buttons can appear below the main workspace window if applicable.
7	Scroll bars	If more information is available than can be displayed in the workspace window, horizontal and/or vertical scroll bars are available.
8	Expansion Bar	The arrow on the expansion bar feature allows you to open or close the sidebar when you would like to view the main workspace window in a larger view.

Updating the Labor Distribution

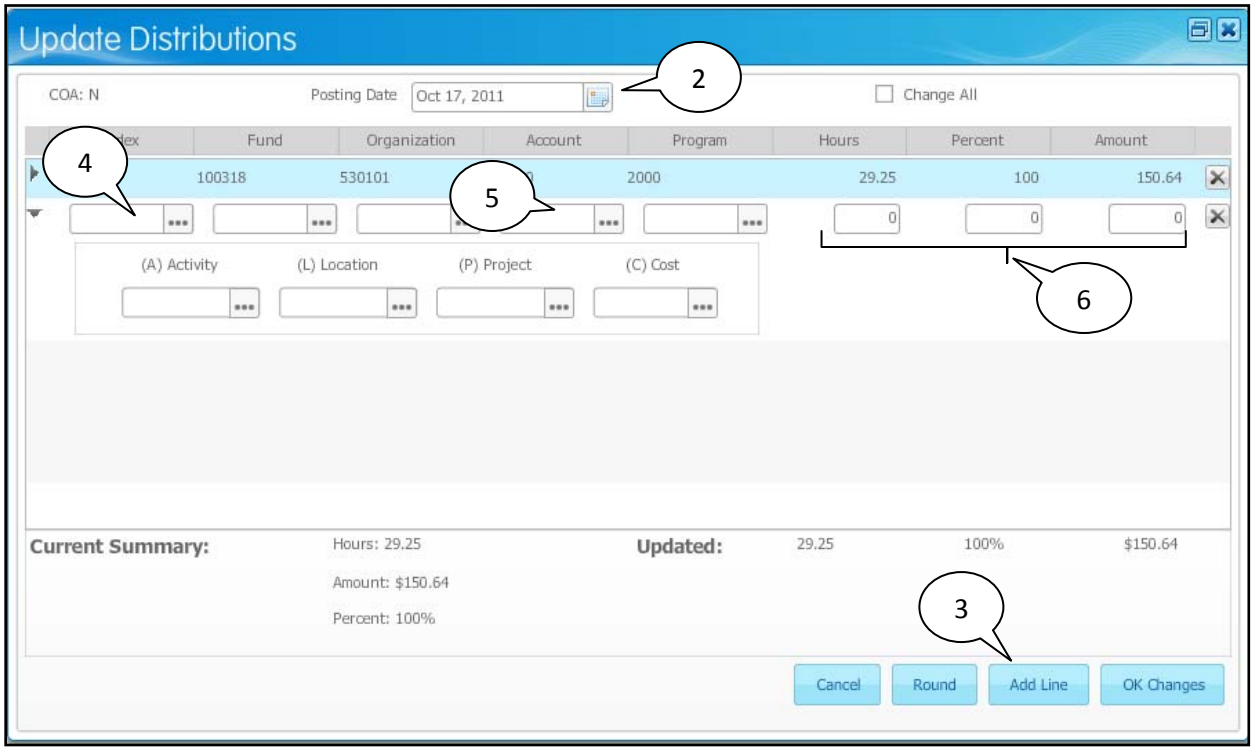
The Pay Period & Earn Codes panel located in the right sidebar displays the different earn codes and shifts for which the employee was paid in the selected pay event. In most cases each record listed in the Pay Period & Earn Codes panel will need to be independently updated. The Pay Period & Earn Code selected in the panel will display in the main workspace window.

The Redistribution Details panel located in the right sidebar displays the details for the redistribution. Some of the details include the total Hours, Amount, and Percent as well as the name of the person that initiated the redistribution and the Post date.



1. From the Current Distributions window, click the **Edit** icon.

Use the Update Distributions view to make required changes to a distribution.



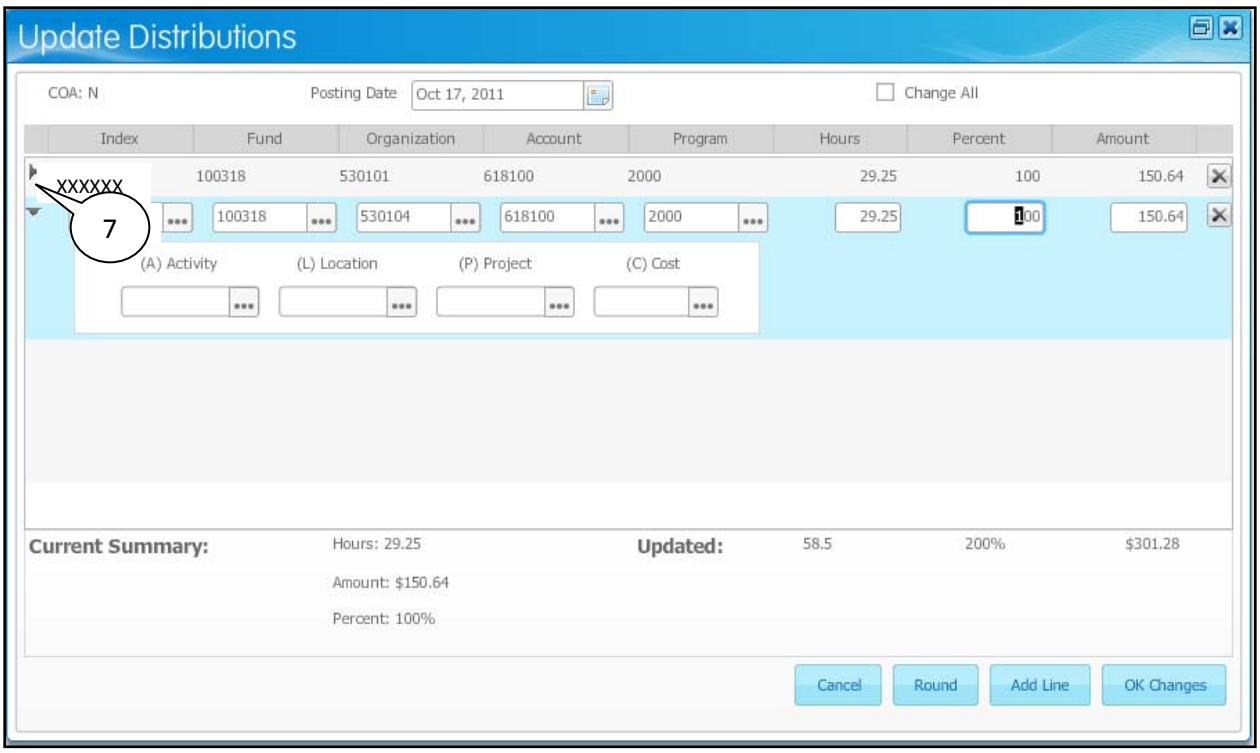
2. The **Posting Date** should default to today's date. If it shows a different date, change the date to today's date.
3. Click the **Add Line** button to add new distributions. By adding a line the current account code remains visible to be reentered in the new distribution. The account code must remain the same as the original labor distribution.
4. Enter the **Index number** for the new distribution. Tab to populate Fund, Organization & Program values.
5. Enter **Account number** from the original labor distribution.

   Note: All labor account codes begin with 61XXXX.

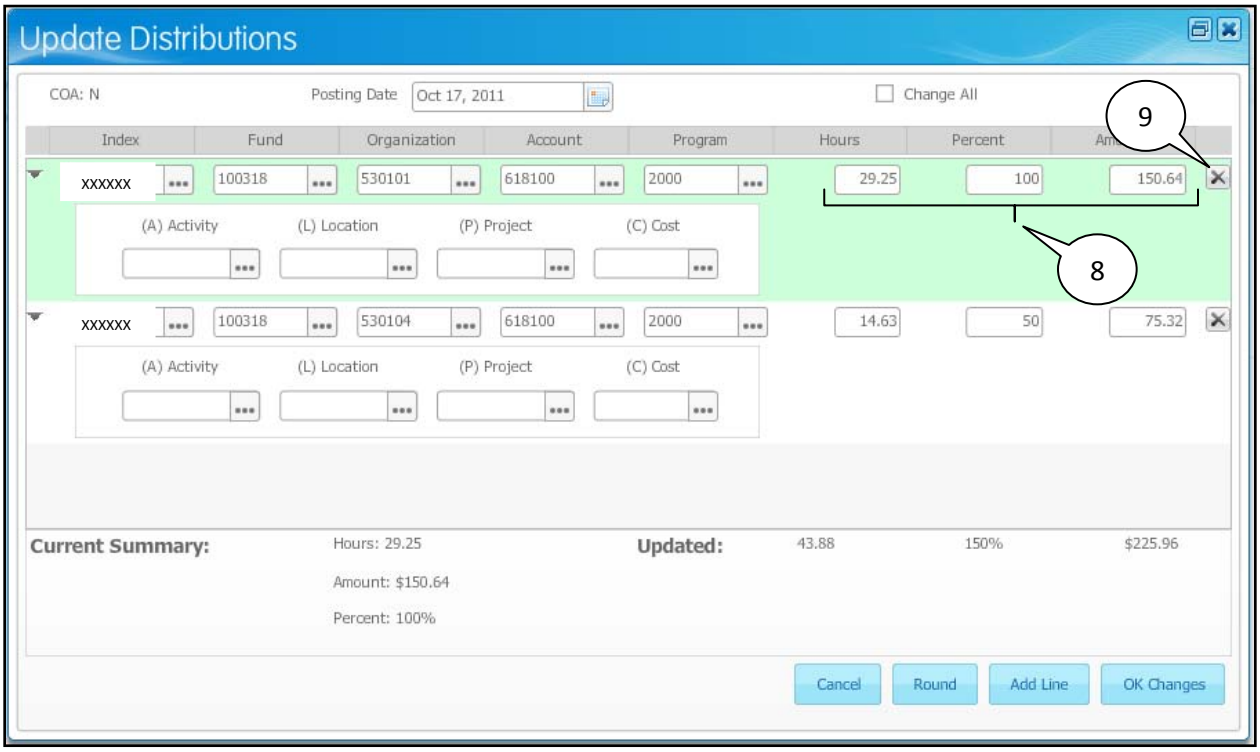
6. Enter a value for any one of the Hours, Percent, or Amount fields.

   Note: The system will calculate the remaining fields based on the field that is populated (i.e.; entering percent will calculate hours and amount).

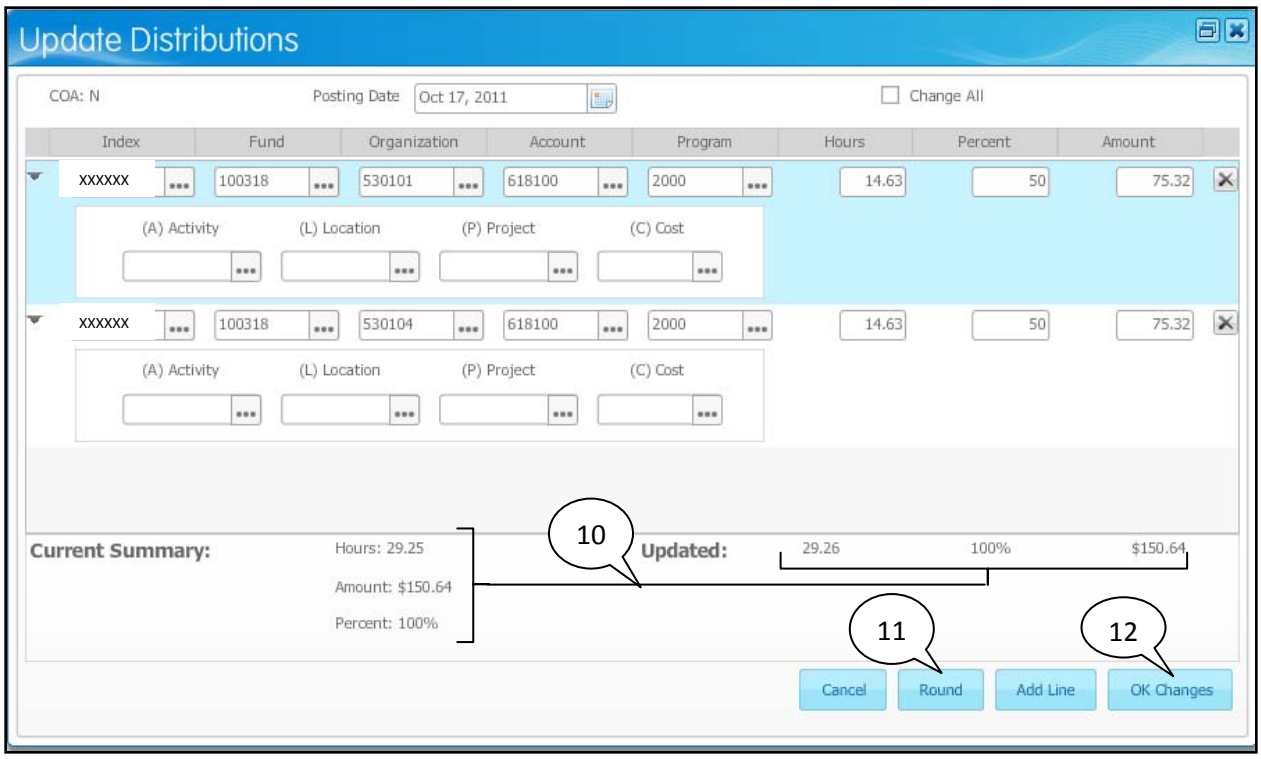
Team Tip: The Change All checkbox will allow multiple earn codes within the selected pay event to be changed with one entry as long as the distribution index/indices and allocation are identical.



7. To modify or delete a funding distribution, click the drop down arrow of the distribution.

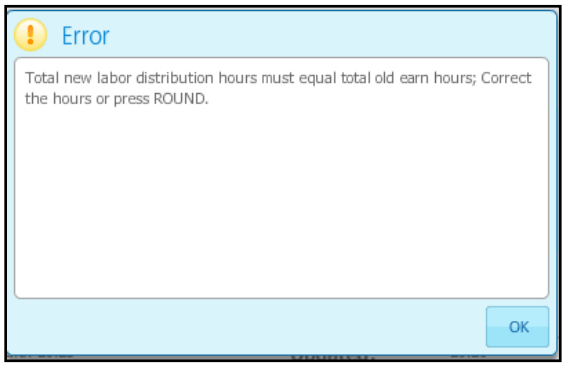


8. Make the appropriate changes to the distribution or
9. Click the **Delete** icon to remove the distribution.



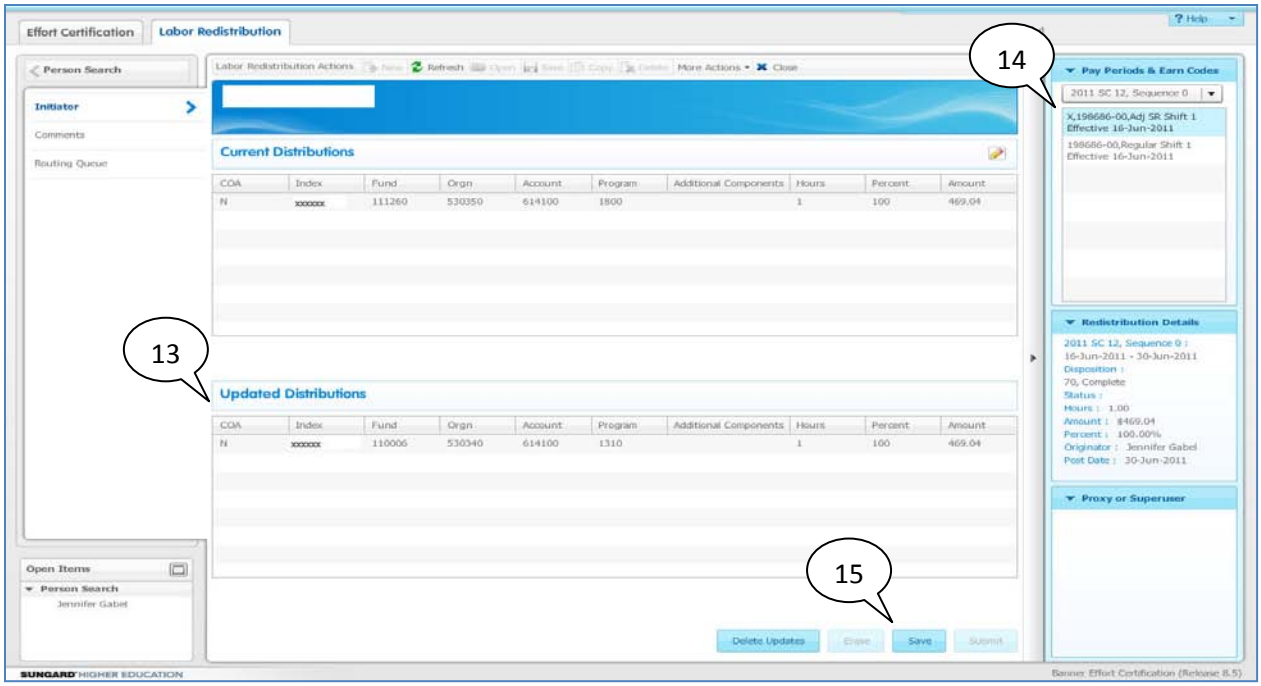
10. The Hours, Amount, and Percent totals of the Updated distribution must equal the Hours, Amount and Percent totals in the Current Summary.

    Note: If the Current Summary does not equal the Updated totals, an Error message will be received when trying to save changes.



11. Use the **Round** button if one of the fields is slightly off, the system will round one of the records to make the Current and Updated distributions balance.
12. Click the **OK Changes** button to continue.

Team Tip: The OK Changes button will transfer the changes to the Labor Redistribution action window. Exiting the system at this time will lose all changes.



13. Review the Updated distribution to verify the change.
14. Effected earn codes will display an “x” in front of the position. If changes need to be made to additional earn codes, click on the earn code and **follow steps 1 - 13 above for each earn code needing to be changed.**
15. Click **Save** when all changes are made correctly.

Note: You must **Save** your work before you will be able to enter comments.

Team Tip: The Save button will save the changes requested without routing for approval. Data will not be lost by exiting at this time.

Team Tip: The Delete Updates button can be used to delete changes prior to saving. After saving the transaction, the Erase button can be used to reverse the changes and revert back to the original transaction.

Adding Labor Redistribution Comments

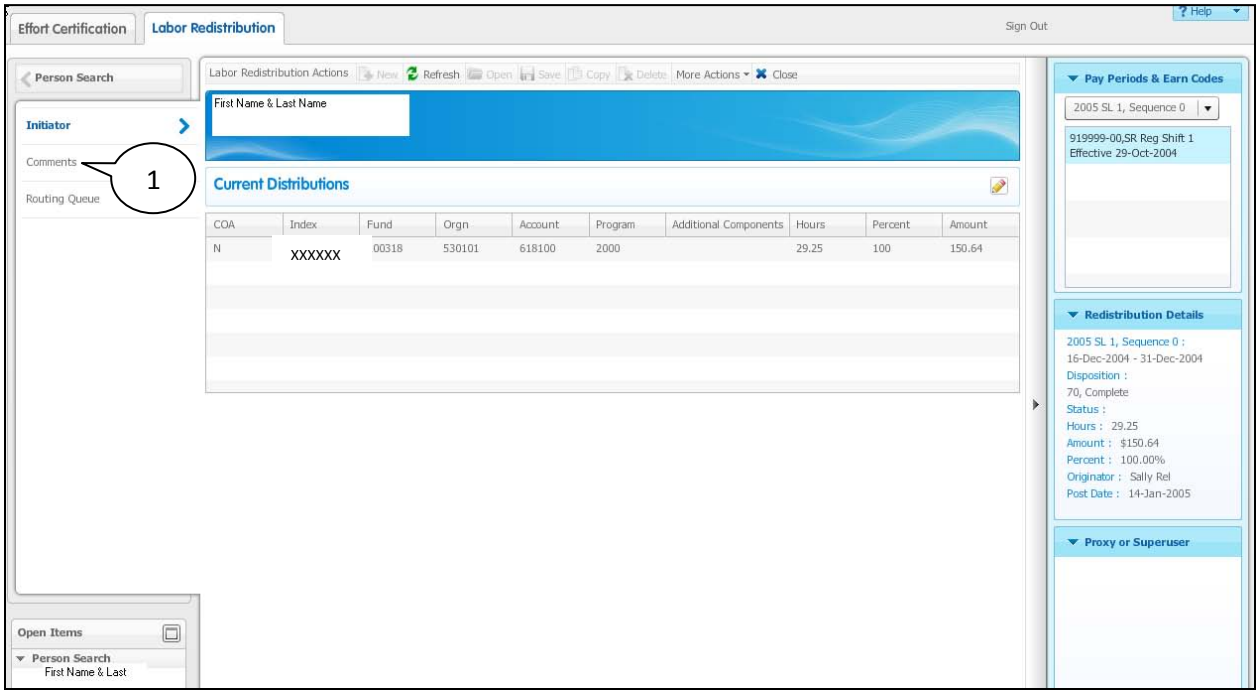
For audit purposes comments must be made to document reasons for the labor redistribution change. Any member of the routing queue can add comments for a transaction. Comments cannot be deleted or updated. Comments are required when initiating labor redistributions. Additional justification is required when the redistribution is over 90 days from the original pay date. Comments are required by the approver when a labor redistribution is returned for correction.

Below are requirements that must be addressed in the comments section of the electronic labor redistribution depending on the age of the transfer. The justification written will vary depending on the individual situation:

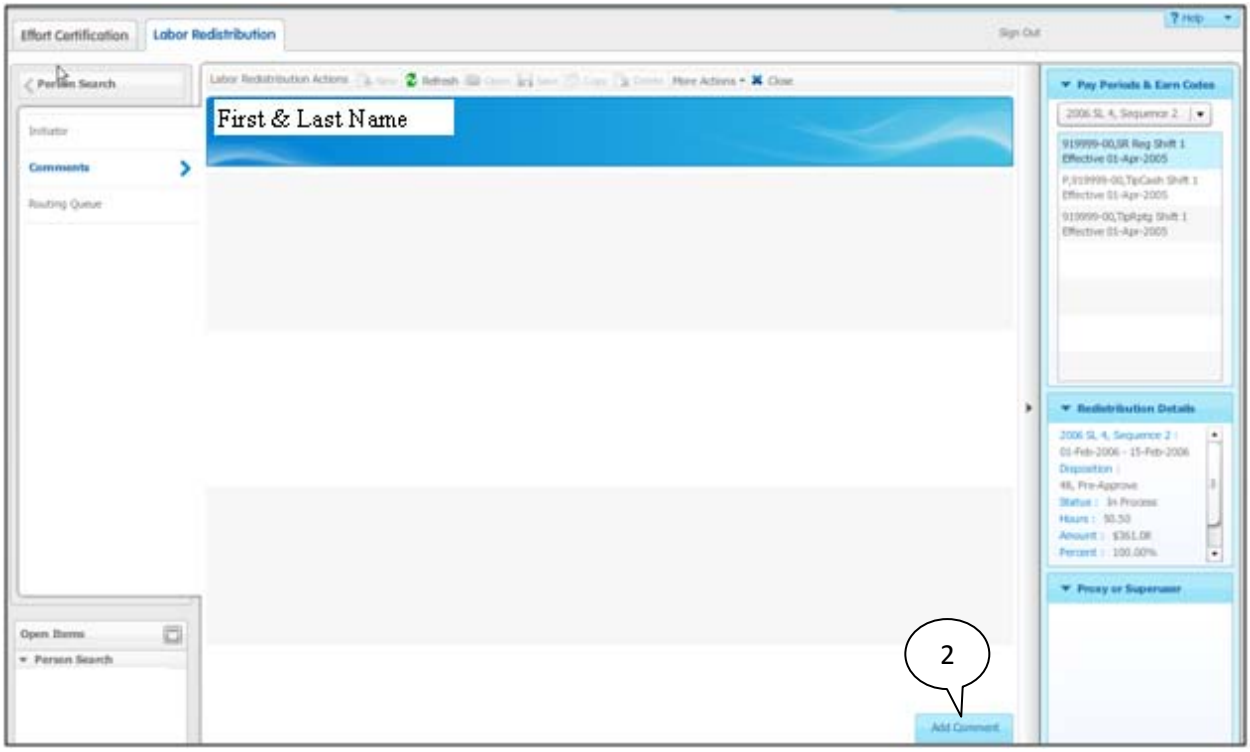
If a transfer is made within 90 days, requirements 1 and 2 apply; if over 90 days, requirements 1 through 3 apply.

1. Explain why the expense was originally charged to the index from which it is now being transferred.
2. Explain why the charge should be transferred to the proposed receiving index.
3. Explain why the cost transfer being requested is more than 90 days after the initial pay date of the original transaction.

Note: You can add up to 4000 characters of text.

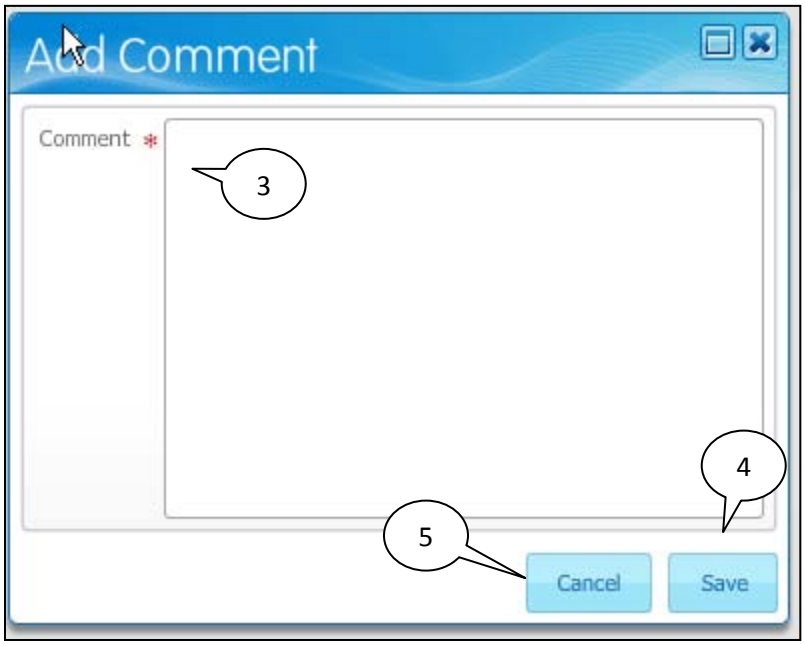


1. Click on the **Comments** link.

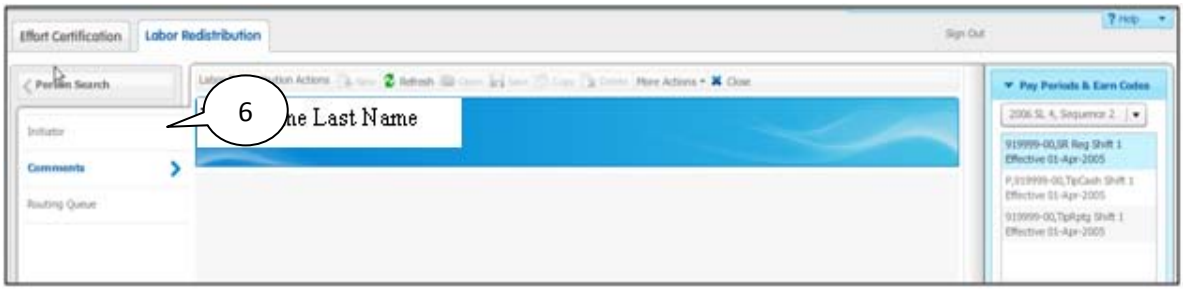


2. Click the **Add Comment** button.

   Note: You can also click **More Actions** to select the **Add Comment** window.

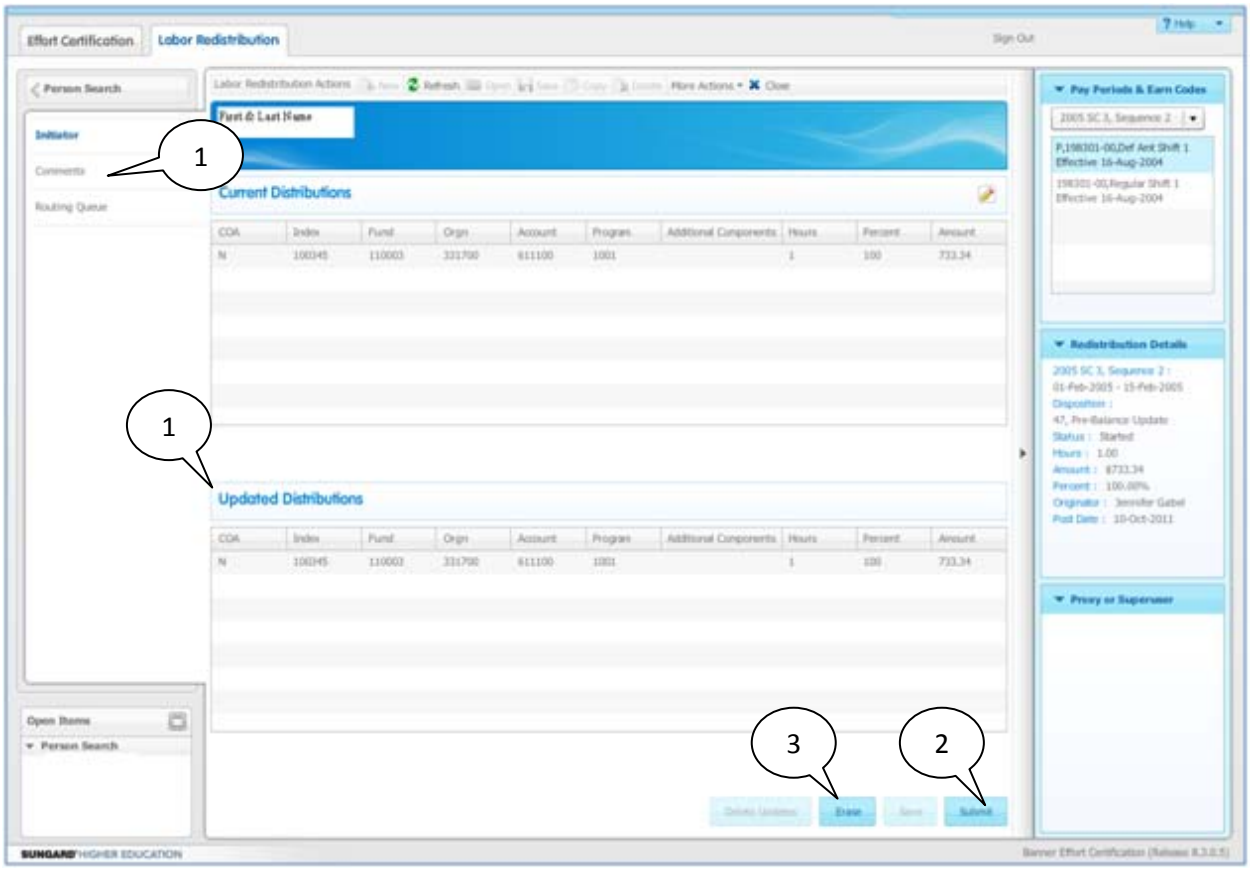


3. Comments are required when initiating labor redistributions. Additional justification is required when the redistribution is over 90 days from the original pay date.
4. Once the comment section is completed, click on the **Save** button.
5. Click the **Cancel** button to return to the Labor Redistribution without saving the comment.



6. Click **Initiator** to return to the transaction page.

Submitting a Labor Redistribution for Approvals



1. Review changes and comments
2. Click the **Submit** button to route the redistribution for approval or
3. To remove all changes without submitting click the **Erase** button

Note: After submitting, the Routing Queue will be accessible to view the approvers. Prior to submitting your work, you will not be able to view or add to the routing queue.

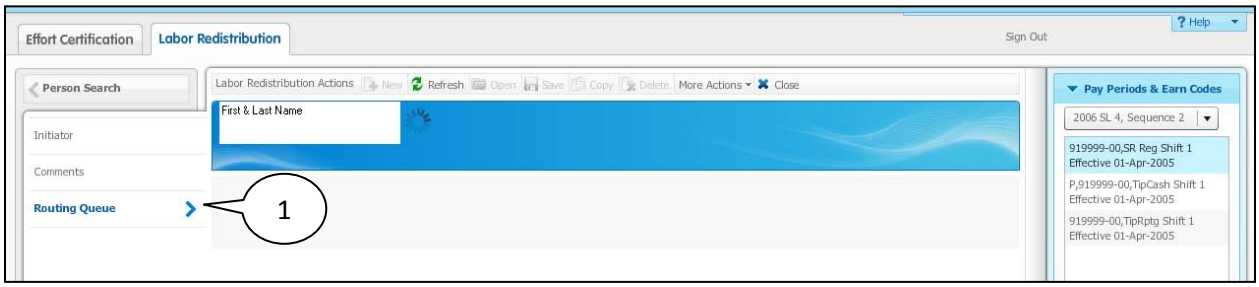
Team Tip: The Routing Queue link can be used to track the approval process. The email link in the Routing Queue can be used to email individual approvers.

Adding Members to the Routing Queue (Optional)

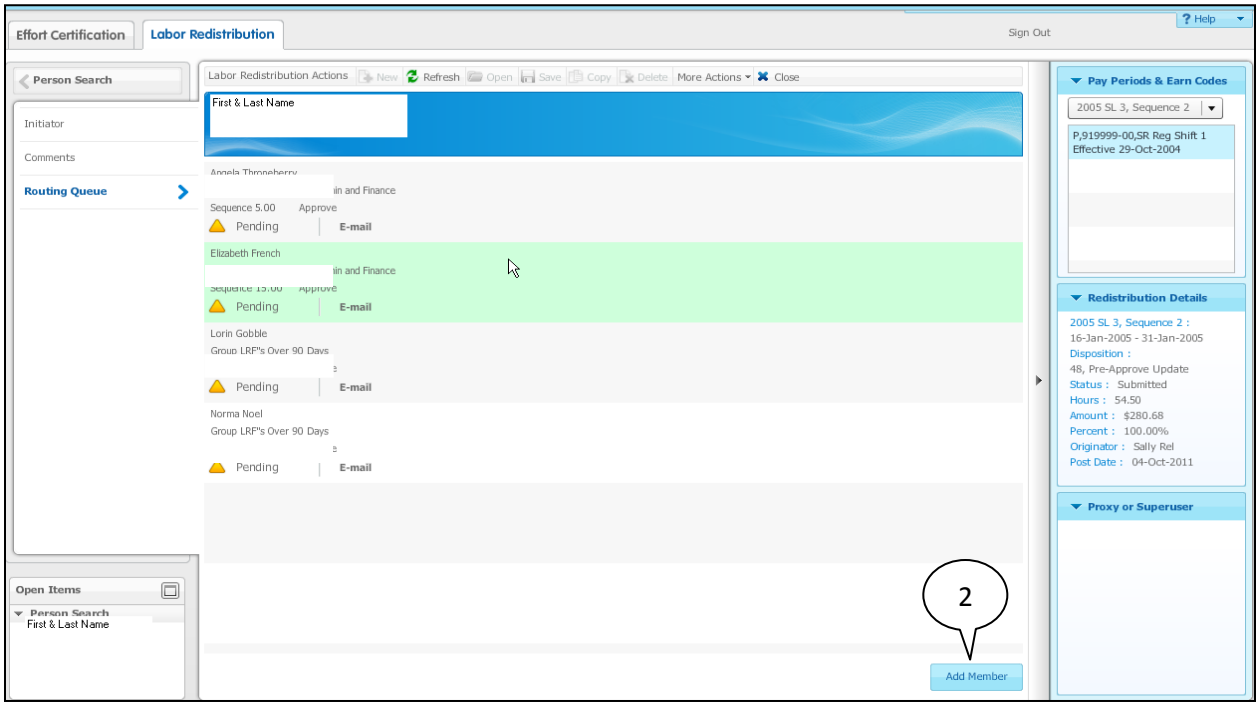
The system allows for additional members to be added to the routing queue. Two routing options are available *Approve* or *FYI*. These are over and above the standard approval queues that are required in accordance with the Signature Policy in Chapter 2 of the Business Procedures Manual. This process is only for adding the member as a temporary Approver or sending an FYI for the selected transaction.

The sequence level 5.00 should be used when setting up a temporary Approver or sending an FYI. This will add an additional level 5.00 sequence to the routing.

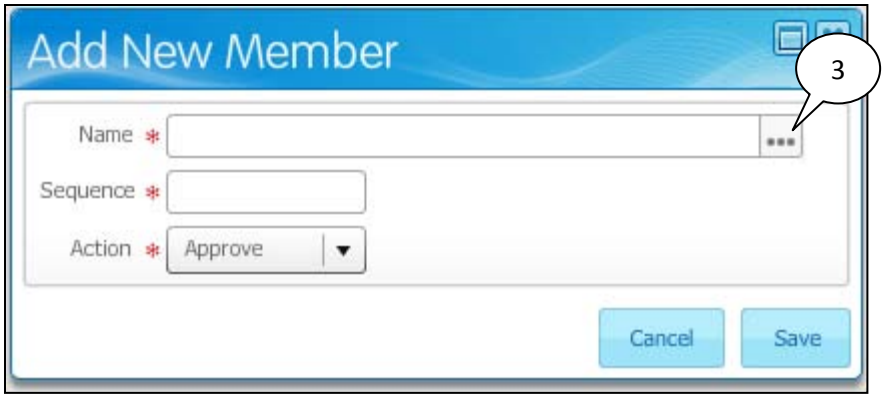
To add a member temporarily to a Routing Queue within the transaction follow the steps listed below. Refer to the Selecting a Transaction section of this manual for steps on how to open a transaction.



1. Click on the **Routing Queue** button.

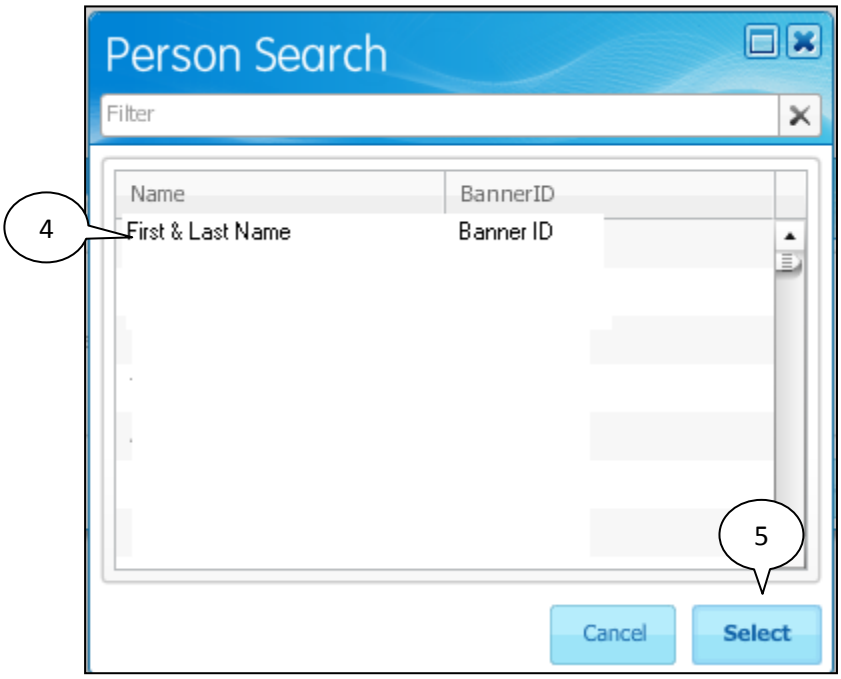


2. Click on the **Add Member** button.



3. Click on the **drill down** button and a list of available names will appear.

   Note: Additional Approvers or FYI Participants may be found by typing in either the first or last name.



4. Select the name of the participant to add to the routing queue.
5. Press the **Select** button.

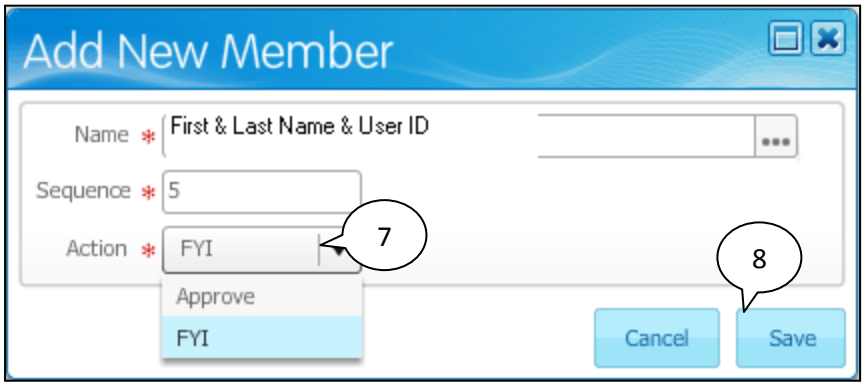
6. Enter sequence "5.00" in the **Sequence** field.

Sequence numbers indicate the approval level and order of approval. The most commonly used sequences are…

Sequence 5.00	Departmental Approval: Dean/VP/Community College President or designee; Principal Investigators receive FYI copies
Sequence 10.00	Restricted Accounts Fiscal Monitor (SPA)
Sequence 15.00	Unrestricted Accounts Fiscal Monitor (AFR)
Sequence 20.00	Controller (for transactions submitted later than 90 days from payroll date)

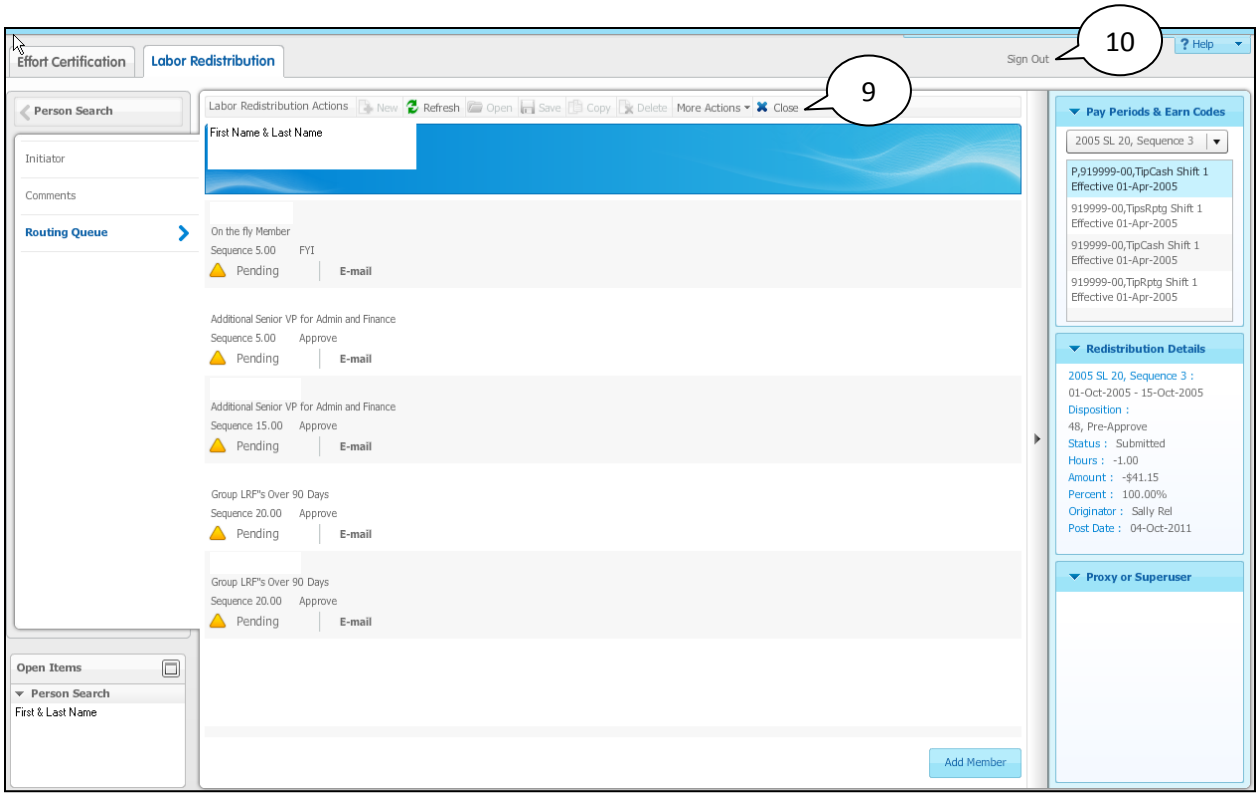
Refer to Appendix D for a complete list of approval sequences used.

Note: Always use Sequence 5.00 when adding a member to the routing queue.



7. Click on the drop down arrow and select either **Approve** or **FYI**.
8. Click on the **Save** button.

Note: Selecting the action of Approve will require approval from the new member. If not obtained, the Labor Redistribution will not move forward to next approval sequence. Selecting the action of FYI will not hold up the approval routing. If FYI Participants do not acknowledge within one week the system will automatically acknowledge the transaction.



9. Click the **Close** button.
10. **Sign Out** of system.

Note: Failure to Sign Out of system properly may lock the employee's labor transactions; making them unavailable to others.

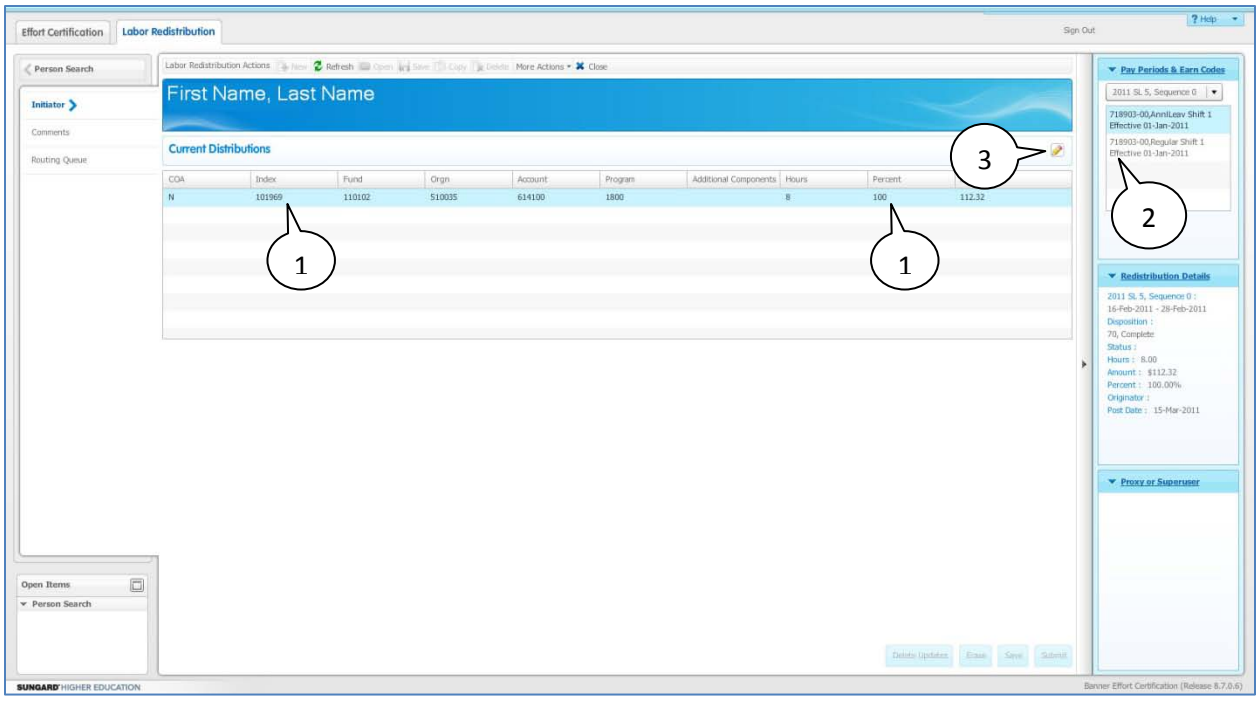
Change All

The change all function can be used in two ways – to redistribute multiple earn codes on one pay period and to redistribute multiple pay periods. In either case, the distributions (indices and percentages) must be the same on all transactions to be changed.

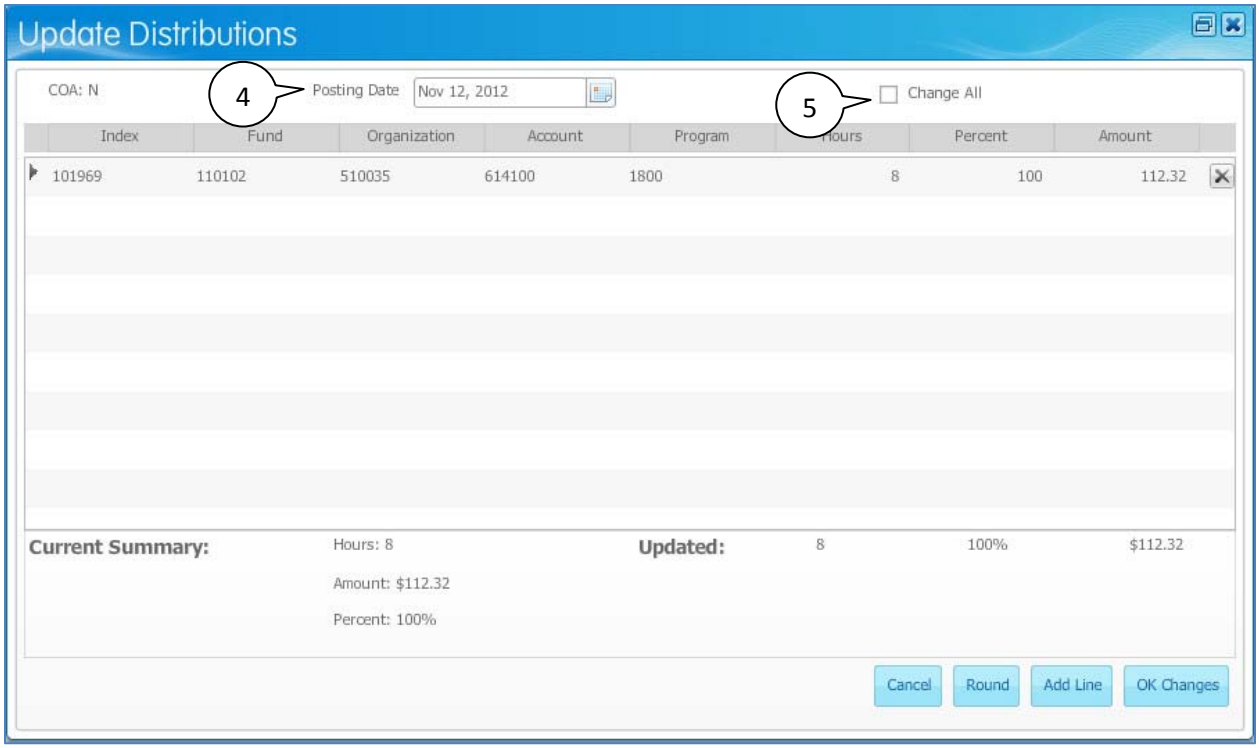
Changing multiple earn codes on one pay period

When all earn codes on a pay period need to be redistributed, the change all function can be used provided the indices and percentages are identical on all earn codes. If any earn codes are allocated to different indices or the percentages are different, you will need to update each earn code separately prior to submitting the labor redistribution.

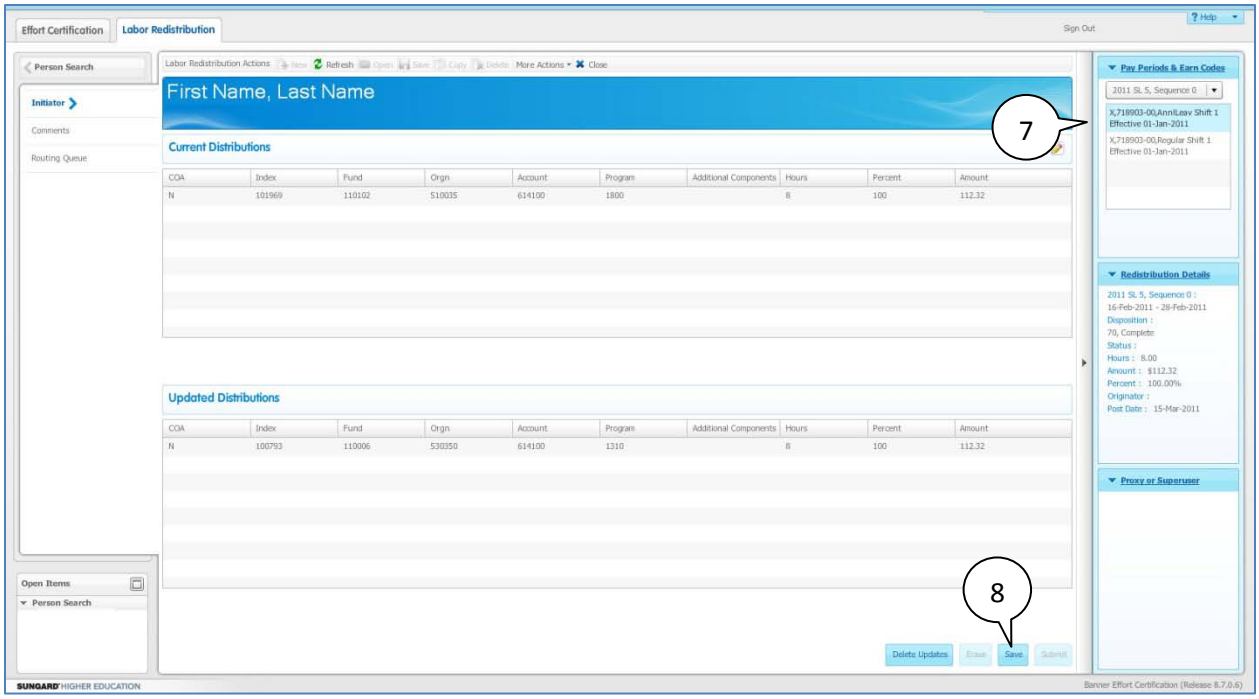
To begin using the change all function to redistribute multiple earn codes, open the pay period to be redistributed following the instructions on pages 3-9.



1. Review the Index and Percentage for each earn code.
2. To switch between earn codes, click the earn code in the Pay Period & Earn Codes panel.
3. Click the **Edit** icon.



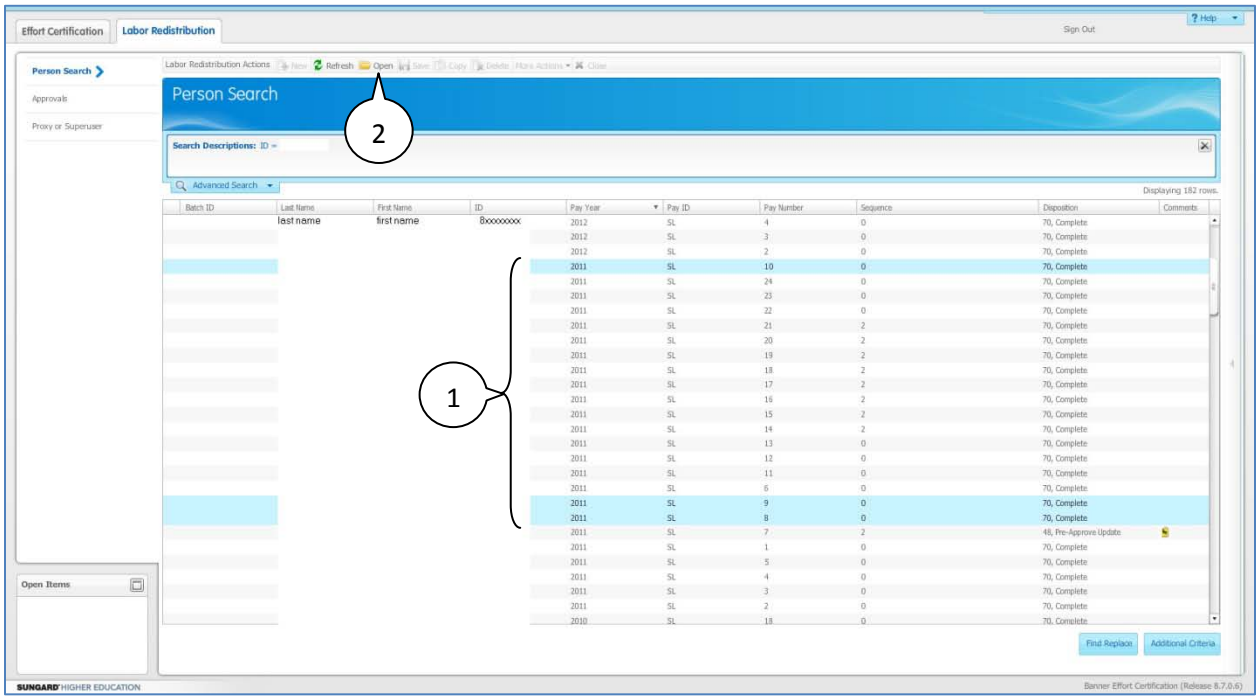
4. Ensure the **posting date** is set to the current date. If it shows a different date, change the date to today's date.
5. Click the **Change All** checkbox.
6. Update the distributions following instructions on pages 11-14.



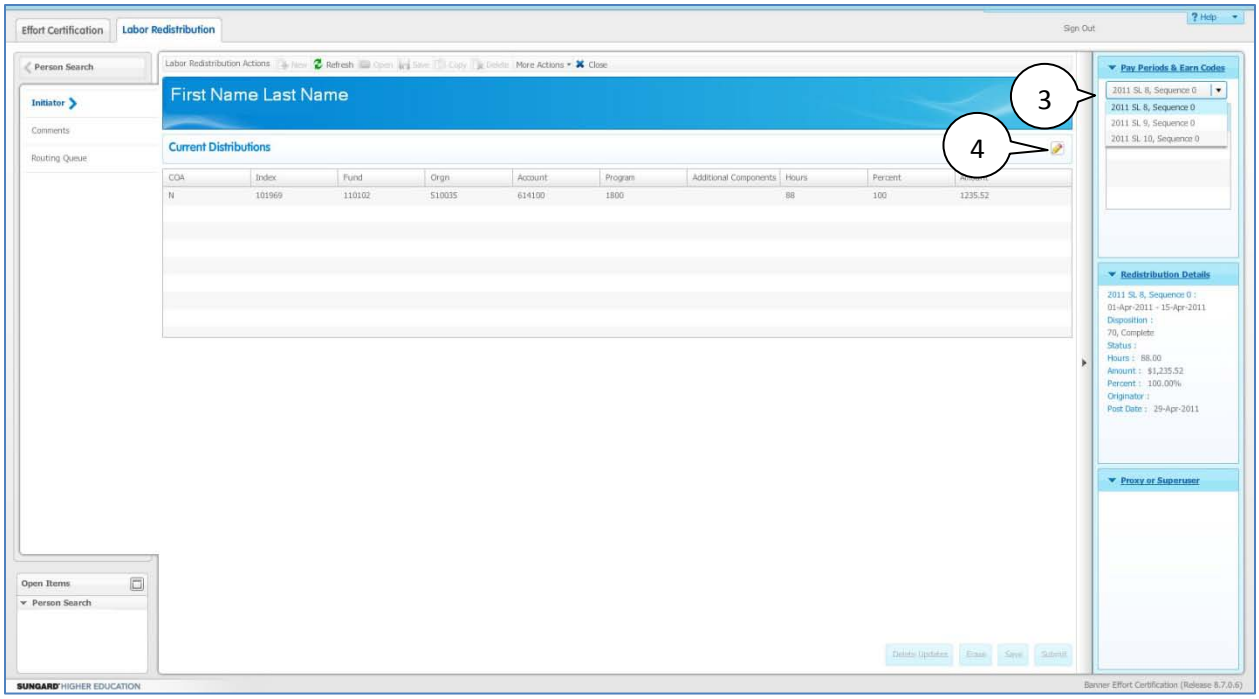
7. Updated distributions will be indicated by an **X** in front of the earn code in the Pay Period & Earn Codes panel. Any earn codes without an **X** will need to be updated separately prior to completing the labor redistribution.
8. Once all earn codes have been updated as appropriate, click **Save** and follow instructions on pages 15-22 to complete the labor redistribution and route for approval.

Changing Multiple Pay Periods

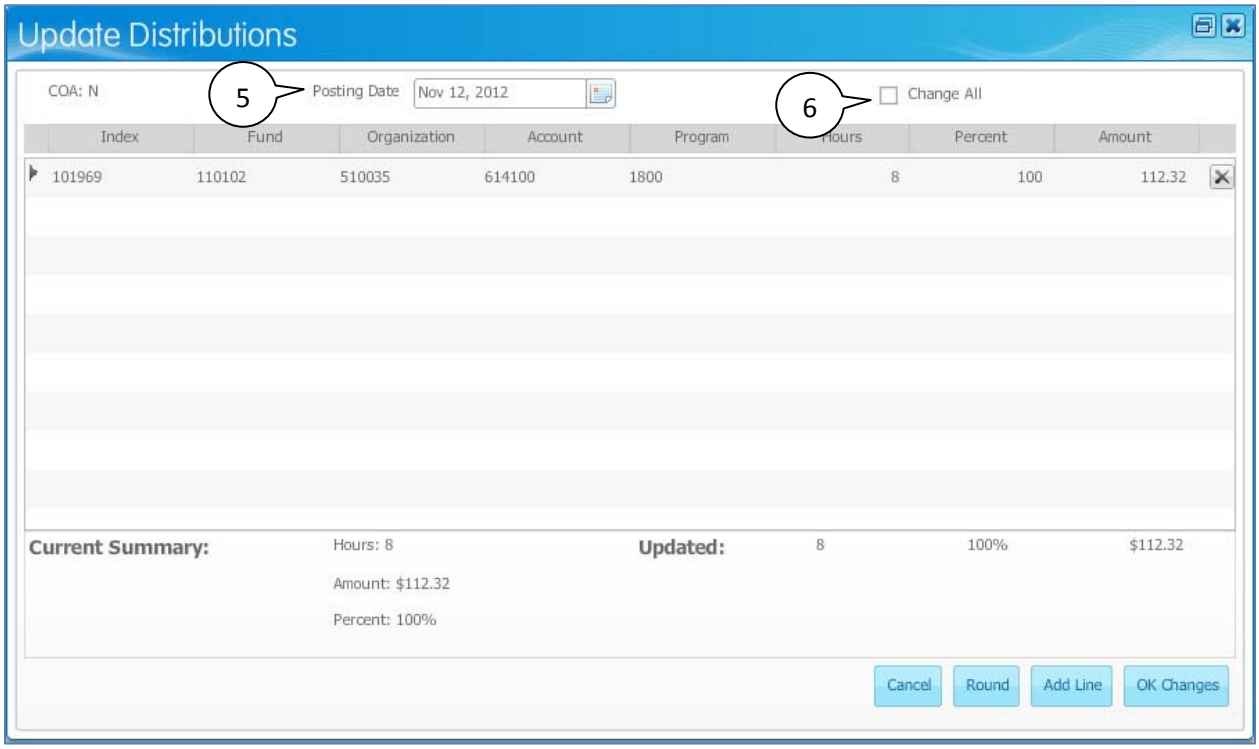
It is sometimes necessary to make the same change to more than one pay period. This can be accomplished with the **Change All** function. The change all function can only be used on pay periods having the same distributions. To begin using the change all function on multiple pay periods, perform a search for the employee using instructions on page 6.



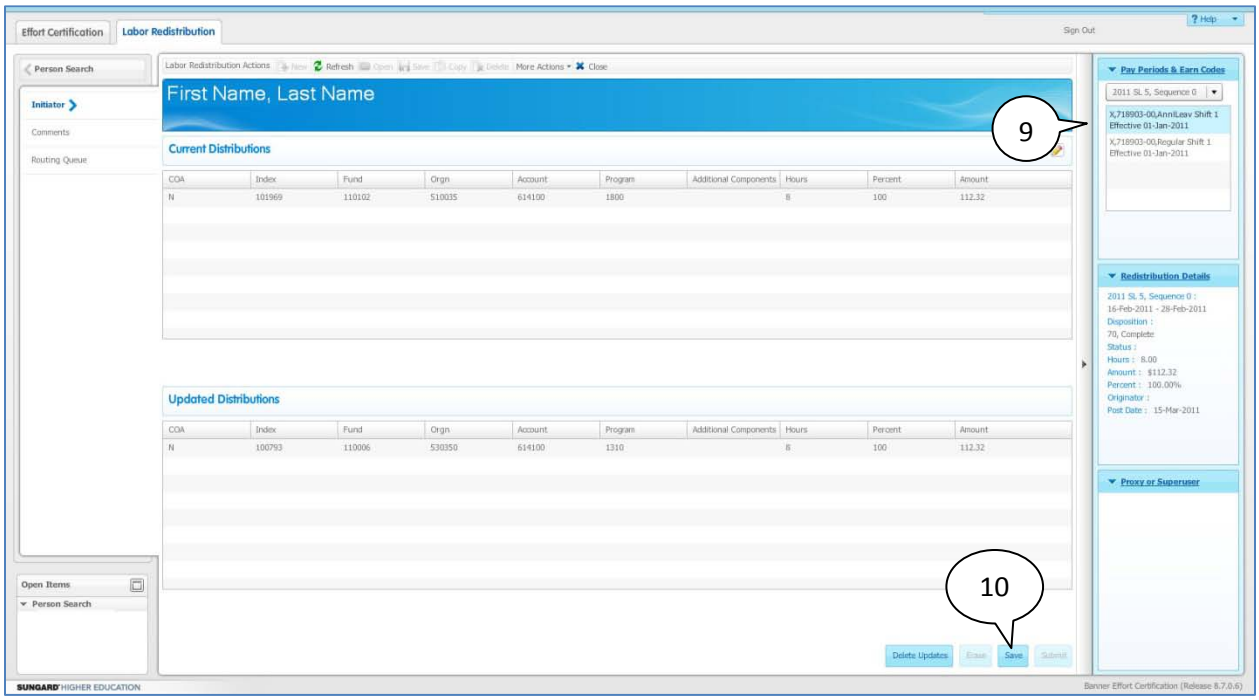
1. Select the pay events to be redistributed. Note that the pay number may not be in sequential order.
    a. To select sequential pay periods, click the first pay period. Hold the **shift** key and click the last pay period to be redistributed.
    b. To select non-sequential pay periods, click the first pay period. Hold the **CTRL** key and click on the remaining pay periods to be redistributed.
2. Click **Open**. The first pay period will be open.



3. Click the drop-down box in the Pay Period & Earn Codes panel to view open pay periods. Review each pay period and associated earn codes.
4. Click the **Edit** icon.



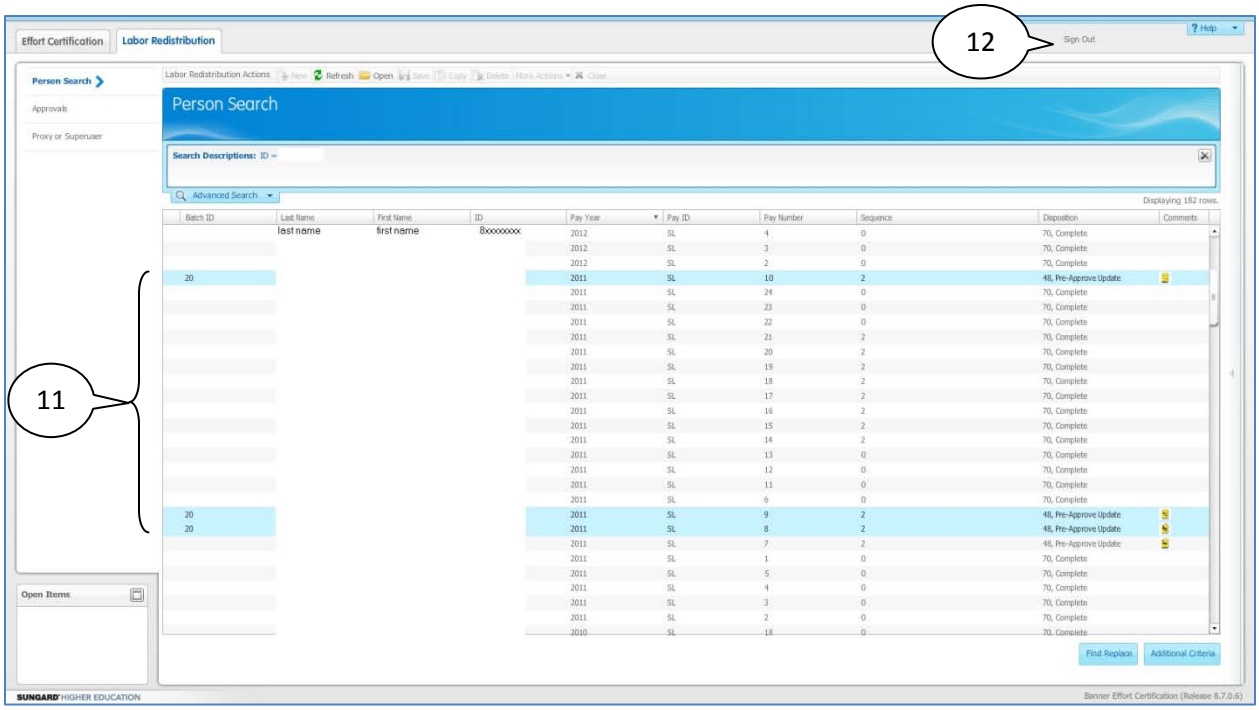
5. Ensure the **posting date** is set to the current date. If it shows a different date, change the date to today's date.
6. Click the **Change All** checkbox.
7. Update the distributions following instructions on pages 11-14.



9. Updated distributions will be indicated by an **X** in front of the earn code in the Pay Period & Earn Codes panel. Check each pay period and all associated earn codes by clicking on the drop-down box in the Pay Period & Earn Codes panel.

   Caution: Because the change all function is used to change multiple pay periods and multiple earn codes, it is critical that you check all earn codes to ensure the proper changes were made.

10. Once all pay periods and earn codes have been updated as appropriate, click **Save** and follow instructions on pages 15-22 to complete the labor redistribution and route for approval.

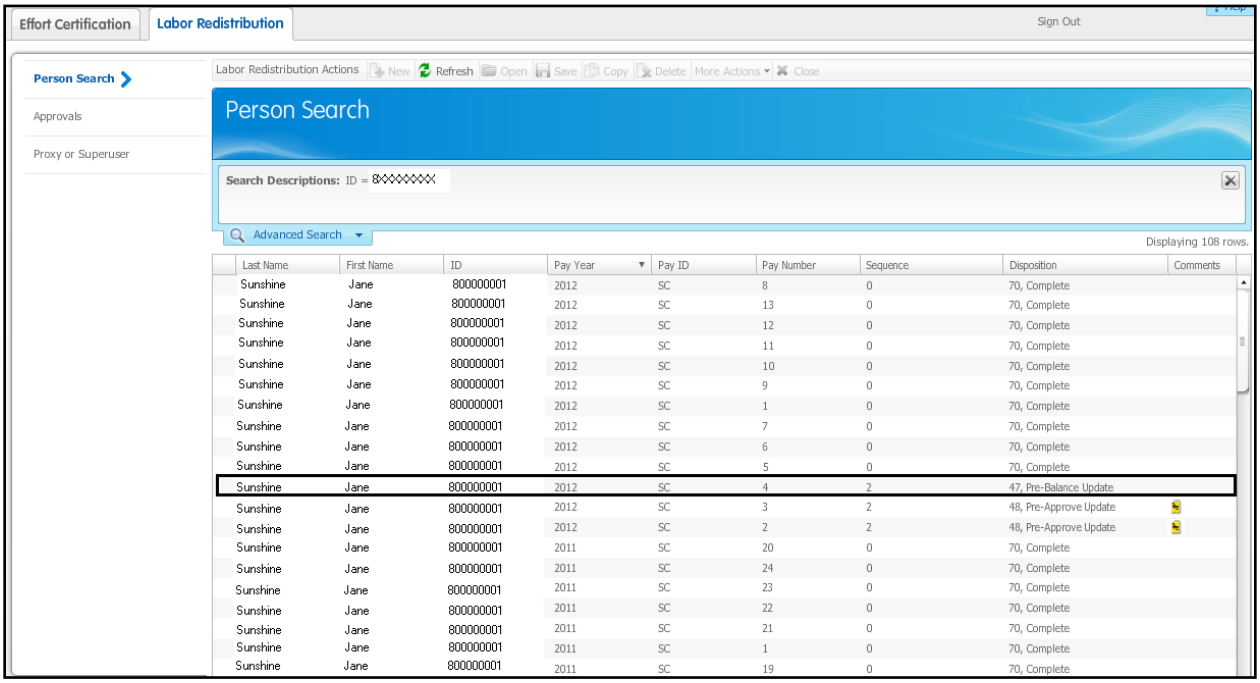


11. The **Batch ID** column on the Person Search window will show a batch number next to the pay periods that have been redistributed using the **Change All** function.
12. When all redistributions are completed, be sure to **Sign Out** of the system.

Reverting a Labor Redistribution to the Original Status of "70 Complete"

It may be necessary to return a Labor Redistribution back to its original disposition of "**70** Complete" prior to processing by payroll (i.e. due to errors or changes in status). This process can be completed as long as the Labor Redistribution is in the status of "**47** Pre-Balance Update or "**48** Pre-Approve update". Locate the Labor Redistribution by using the Person Search option. If the disposition displays "**48** Pre-Approved Update", open the Labor Redistribution and view the Routing Queue to determine the pending approvers. Contact the approver in the level which it resides (i.e. at the departmental approver or fiscal monitor approval) and request that the Labor Redistribution be **Returned for Correction**. Once the disposition displays "47 Pre-Balance Update follow the steps below to cancel the update and revert the transaction to its original state.

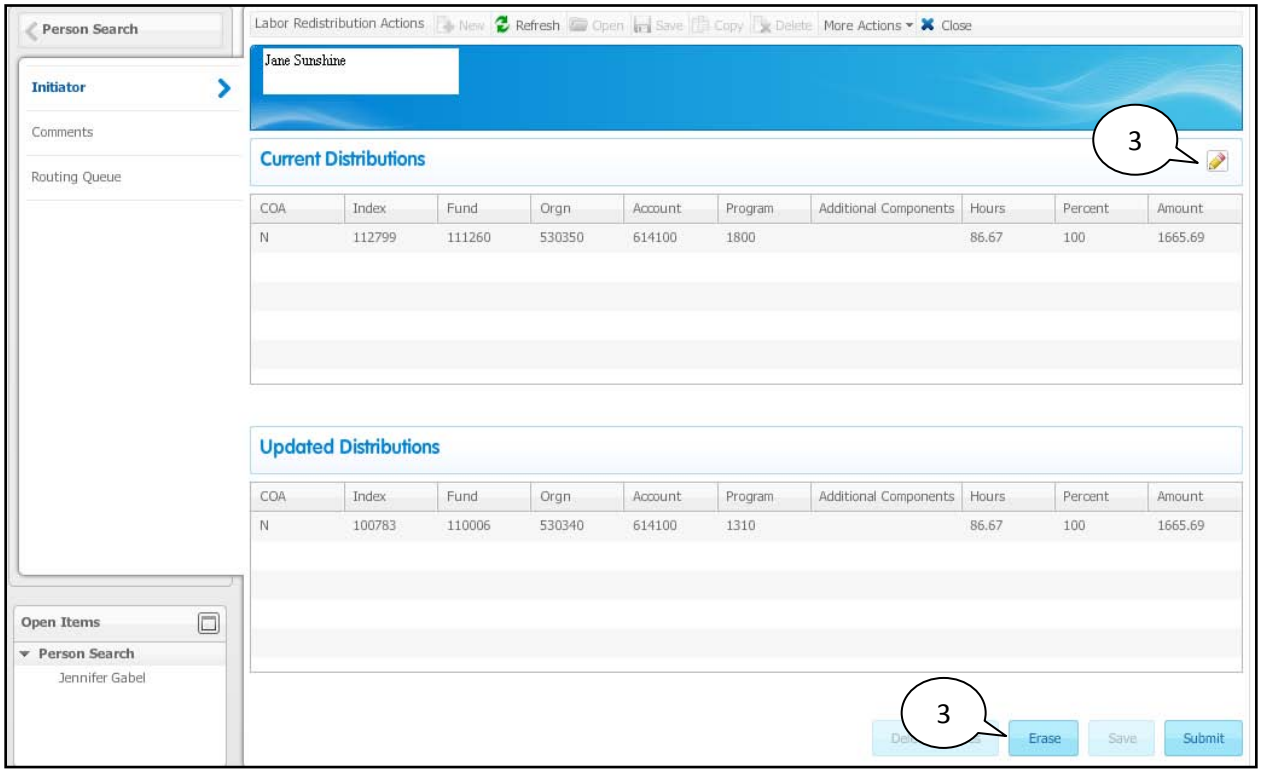
First perform a Person Search to locate the desired Labor Redistribution.



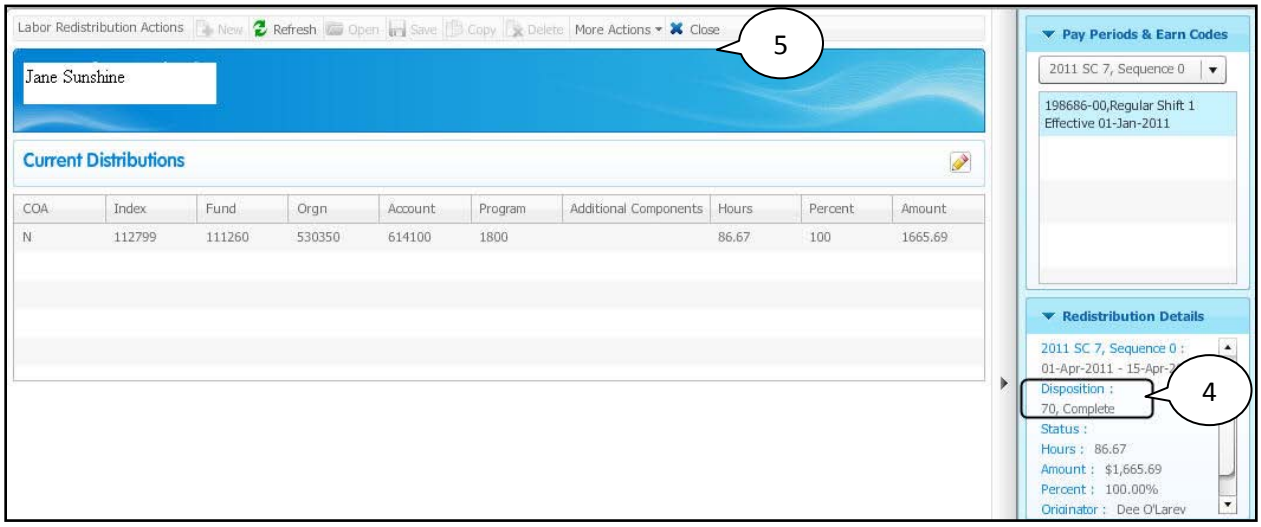
Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
Sunshine	Jane	800000001	2012	SC	8	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	13	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	12	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	11	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	10	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	9	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	1	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	7	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	6	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	5	0	70, Complete	
Sunshine	Jane	800000001	2012	SC	4	2	47, Pre-Balance Update	
Sunshine	Jane	800000001	2012	SC	3	2	48, Pre-Approve Update	
Sunshine	Jane	800000001	2012	SC	2	2	48, Pre-Approve Update	
Sunshine	Jane	800000001	2011	SC	20	0	70, Complete	
Sunshine	Jane	800000001	2011	SC	24	0	70, Complete	
Sunshine	Jane	800000001	2011	SC	23	0	70, Complete	
Sunshine	Jane	800000001	2011	SC	22	0	70, Complete	
Sunshine	Jane	800000001	2011	SC	21	0	70, Complete	
Sunshine	Jane	800000001	2011	SC	1	0	70, Complete	
Sunshine	Jane	800000001	2011	SC	19	0	70, Complete	

1. Select desired transaction disposition of "**47 Pre-Balance Update**" this indicates the transaction is accessible for initiator action.
2. Click the **Open** icon or double click the transaction.

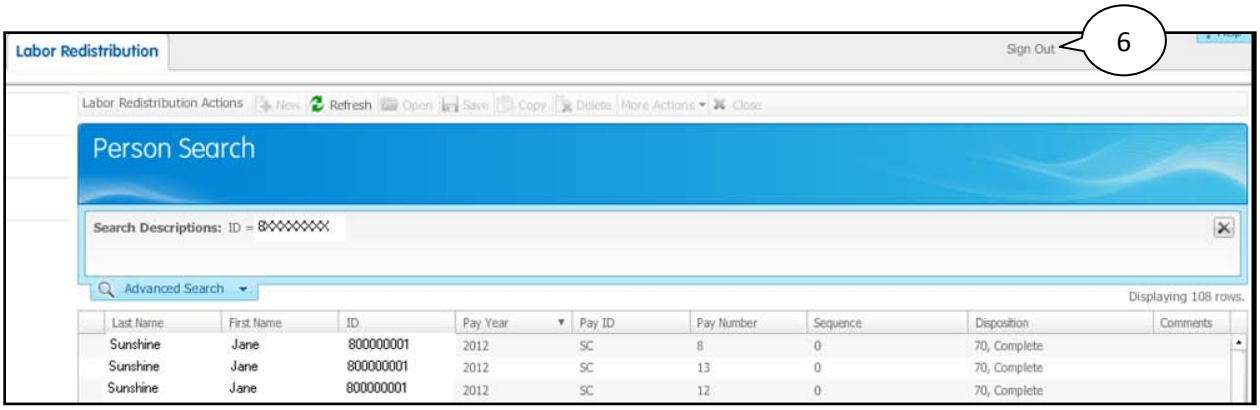
The Labor Redistribution window will be displayed.



3. Click on the **Erase** button to revert back to its original state.



4. Notice the transaction reverts back to Current Distributions and is now in the “70 complete” disposition.
5. Click on the **Close** button to close the transaction.



6. Once the Person Search screen is displayed, **Sign Out** of system.

Appendix A

Payroll Earn Codes for Labor Redistribution

EARN CODE	SHORT DESC.	LONG DESC.	EARN CODE	SHORT DESC.	LONG DESC.
ADP	Addl Pay	Additional Pay - Services	OLT	OthLeave	Other Leave Taken
AJR	Adj JR	Adjustment – Job Rate	OTC	OT Comp	Overtime Compensation
ALL	Allow	Allowance-Taxable Compensation	OTH	Tax Comp	Other Taxable Compensation
ALT	AnnlLeave	Annual Leave Taken	OTP	Overtime	Overtime Pay @ .50
ASR	Adj SR	Adjustment – Special Rate	OTS	Overtime	Student Overtime Compensation
AWD	Award	Award – Taxable Compensation	REG	Regular	Regular Staff Earnings
BON	Bonus	Bonus Taxable Compensation	RGA	Regular	Regular Academic Earnings
CTE	CT Earn	Comp Time Earned	RGG	SG Reg	Graduate Student Earnings
CTT	CT Taken	Comp Time Taken	RGO	Regular	Temporary Staff - Other
*DFA	Def Amt	Deferred Amount	RGS	SR Reg	Student Earnings
DIF	Diff Pay	Differential	RGT	Regular	Temporary Staff Earnings
DL1	DL1	SCA Salary	RGW	WS Reg	Work-study Earnings
DL2	DL2	SCA Holiday	ROY	Royalty	Royalty Pymts – W2 Reportable
DL3	DL3	SCA Leave	RSF	REGULAR	Regular Student Flat Rate
DL4	DL4	SCA H&W (Health and Welfare)	SAB	Sab Pay	Sabbatical ½ Year Full Pay
DL5	DL5	SCA Salary-Student	SAP	Sab60Pay	Sabbatical Full YR 60% Pay
DL6	DL6	SCA Holiday-Student	SH1	10ShfDif	Shift Differential @ .10
DL7	DL7	SCA Leave-Student	SH2	40ShifDif	Shift Differential @ .40
DL8	DL8	SCA H&W-Student (Hlth & Wlfr)	SLT	SckTaken	Sick Leave Taken
FML	FMLA	Family Medical Leave Act	TIP	TipCash	Tips-Taxable Cash
HOL	Holiday	Holiday Leave	TP3	TipCash	Tip-Student Cash
HWK	HidayWK	Holiday Worked	TSF	REGULAR	Taxable Student Flat Earnings
HWP	Holiday	Holiday Worked Premium-PSL	TGR	REGULAR	Taxable Graduate Earnings
HWR	Holiday	Holiday Worked Regular -PSL	UNP	UNIONPAY	NMSU Paid Union Time
LWP	Leavpay	Leave With Pay	UNT	UNIONTIM	Union Negotiating Time
OCP	ON CALL	On-Call Pay	VCB	Veh Call	Vehicle Callback Event

***Note**: The DFA earn code cannot be moved by itself. It can only be moved in conjunction with REG earnings.

Appendix B

Earn Codes that cannot be redistributed on an Labor Redistribution

EARN CODE	SHORT DESC.	LONG DESC.	EARN CODE	SHORT DESC.	LONG DESC.
ALP	AL Pay	Annual Leave Pay Out	MV2	MovNoTax	Non-Taxable Moving Reimbursmnt
BSK	Tax BB	Basketball Discount – Taxable	NCA	NCALLOW	Non-Cash Allowance – Taxable
CAR	Vehicle	Univ Furnished Car – Taxable	NPD	Per Diem	Student Per Diem
DFP	Def Pay	Deferred Pay Out	PHC	Tax PHCC	Picacho Hills CC Membership
DOC	Docked	Docked Pay	REC	Pay Rec	Pay Recovery
FTB	Tax FB	Football Discount – Taxable	RGZ	NO PAY	No Pay
GLF	Tax GLF	Golf Membership Disc- Taxable	RST	Pay Rec	Pay Recovery – Student
IND	Tax Ins	Insurance – Dental DP	SLP	Sck Pay	Sick Leave Pay Out
INH	Tax Ins	Insurance – Health DP	TP2	TipRptg	Tips – Taxable Report-Only
LNP	LWOP	Leave Without Pay	TP4	TipRptg	Tips – Students Report only
LWB	LWOP	Leave Without Pay w/Benefits	TPD	Per Diem	Taxable One – Pay Per Diem
MOV	Mov/Table	Moving Reimbursement - Taxable	TUI	Tuition	Tuition Waiver - Taxable

Appendix C

Payroll Dispositions Descriptions

Payroll dispositions represent the status of the Labor Redistribution. This information is listed when viewing a list of Labor Distribution and on the Redistribution Details window pane. Below is a list of the dispositions.

Payroll Dispositions		
Disposition	**Description**	
47	Pre-Balance Update	LRF Pending Action
48	Pre-Approve Update	LRF Pending Approval
50	Awaiting Update	Payroll Update is Pending
60	Finance Extract	Action is Complete and Payroll History is Updated
62	Finance Interface	Action is Complete and Pending Feed to Finance
70	Complete	This event is eligible for redistribution

Appendix D

Glossary

Earn Codes: used to record the type of hours worked by an employee. Example: REG to record regular pay

- Refer to Appendix A & B for earn code listings

Shift: the shift in which the employee worked the time or is requesting leave (example: swing, grave, etc.). An earn code may be repeated several times in order to record work that took place on different shifts.

Fringe: a percentage of salary expense as a fringe benefit expense. The applicable fringe rate is negotiated annually and charged to payroll transactions. Fringe expenses move with the labor when redistributed.

Sequences:

1) Pay Event Sequence:

Sequence numbers are assigned by the system each time a pay event occurs. A sequence of zero (0) indicates the original payroll entry. The sequence number is incremented by 2 for each adjustment at that pay event.

2) Approval Level Sequence:

Sequence numbers are assigned by the system to designate the routing queue order.

- Sequence 5.00: 1st level approval – Dean/VP/CC Pres or designee
- Sequence 10.00: Fiscal Monitors for Restricted funds
- Sequence 11.00: Agency
- Sequence 12.00: Unexpended Plant
- Sequence 13.00: Renewal & Replacement
- Sequence 14.00: Unexpended Plant (unrestricted)
- Sequence 15.00: Fiscal Monitors for Unrestricted funds
- Sequence 16.00: Gifts & Endowments
- Sequence 20.00: Controller, if over 90 days

All approvers in each sequence must approve the transaction; however, the order of approval does not have to be the order listed in the routing queue.

Dispositions: system defined codes that indicate the current status of a pay event. Transactions with a disposition of "70, Complete" can be redistributed. All other codes indicate the transaction is in process and cannot be modified.

- Refer to Appendix C for disposition codes